

COVER Train "How To" Guide

February 2003



*HQ Air Force Civil Engineer Support Agency
Providing the best tools, practices, and professional support
to maximize Air Force Civil Engineer capabilities
in base and contingency operations*



COVER Train
Keeping Education & Training on-track throughout the 21st Century

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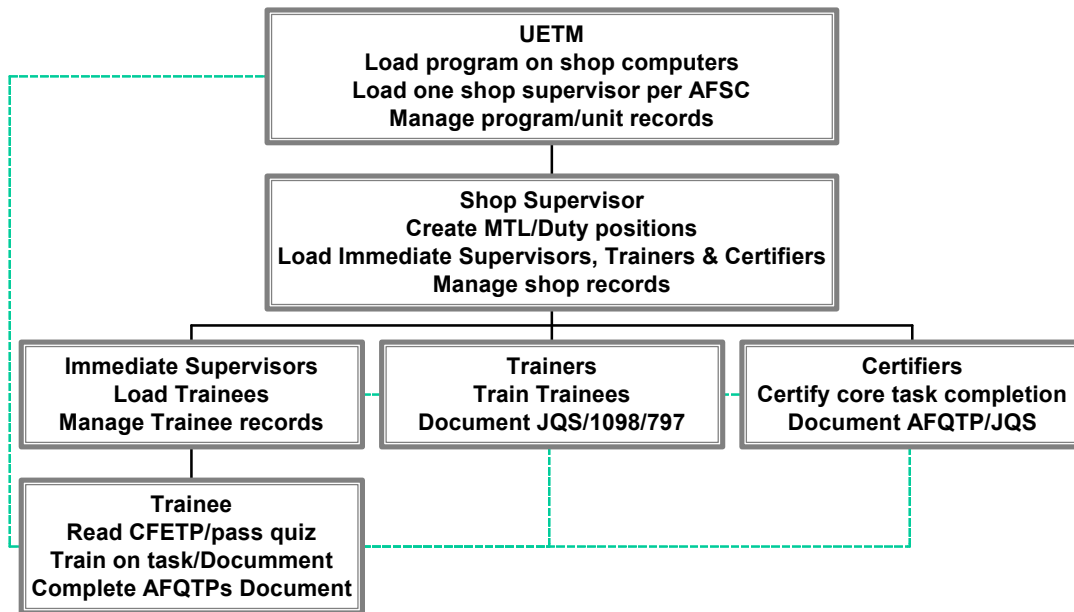
Chapter 1

INTRODUCTION TO COVER Train

1.1. What is COVER Train? COVER Train (Contingency Operations and Vocational Engineer Review Training) is a training management and distribution system. The train analogy was chosen for its simplicity and familiarity as a cargo delivery vehicle. This concept facilitates training management for all 13 CE AFSCs.

1.2. What are COVER Train’s capabilities? This product will literally “cover” CE training. This program will have the capability and capacity to deliver training to anyone, anywhere, at anytime. AFI 36-2201 was reviewed for compliance. COVER Train does not, and **will not, replace** is “**hands-on**” training. However, advanced distributive learning media (i.e., modeling and simulation) are under review to address equipment, time, manpower, and other resource constraints. Figure 1-1 below shows general user responsibilities. See the Appendix for a comprehensive list of COVER Train’s key functions.

Figure 1-1: COVER Train User Responsibilities



Chapter 2

System Requirements and Installation

2.1. Minimum Computer System Requirements

NOTE: The following are minimum requirements; **more robust systems are recommended** for this application.

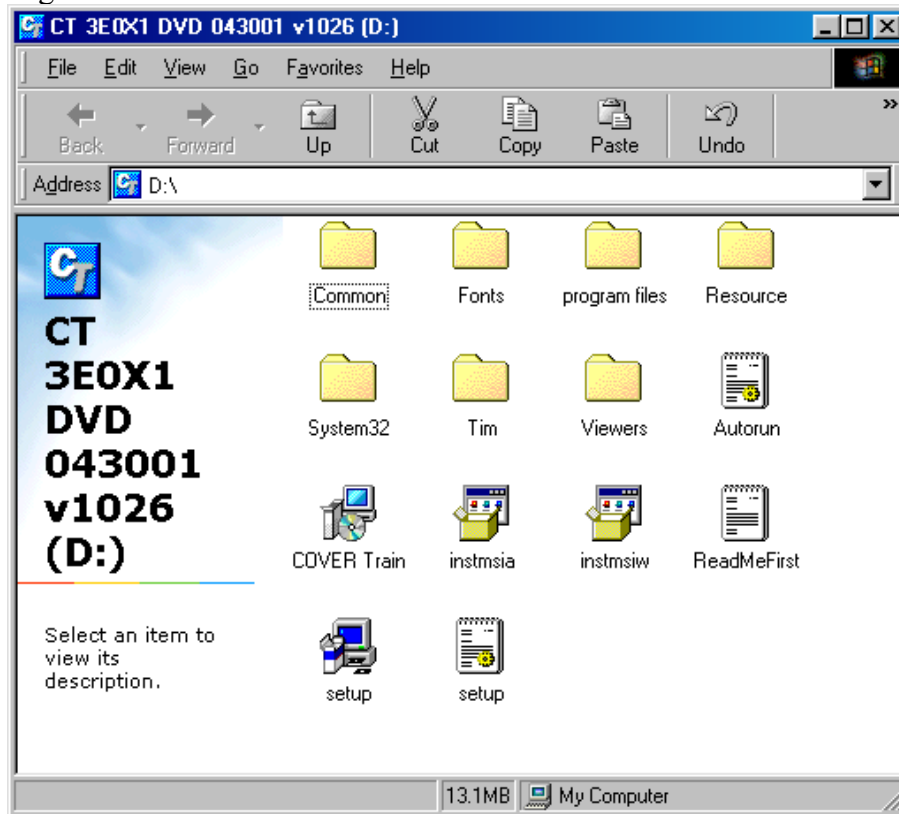
Stand-Alone PC / CMI Requirement

Processor	Pentium/166 MHz CPU	(Pentium II 300 MHz recommended)
RAM Memory	32MB	(64MB recommended)
Video	4MB	
Hard Drive	80MB	(450MB recommended)
Operating System	Windows 9x, NT 4.0, 2000	
Monitor	800 x 600	
Color	16 bit	
Keyboard	101 enhanced keyboard	
Diskette Drive	3.5" high-density diskette drive	
CD-ROM	8X CD-ROM drive	

2.2. Installing COVER Train

2.2.1. Insert the Administrator CD into your computer's CD-ROM drive and wait a few seconds for the setup screen, shown below, to open.

Figure 2-1



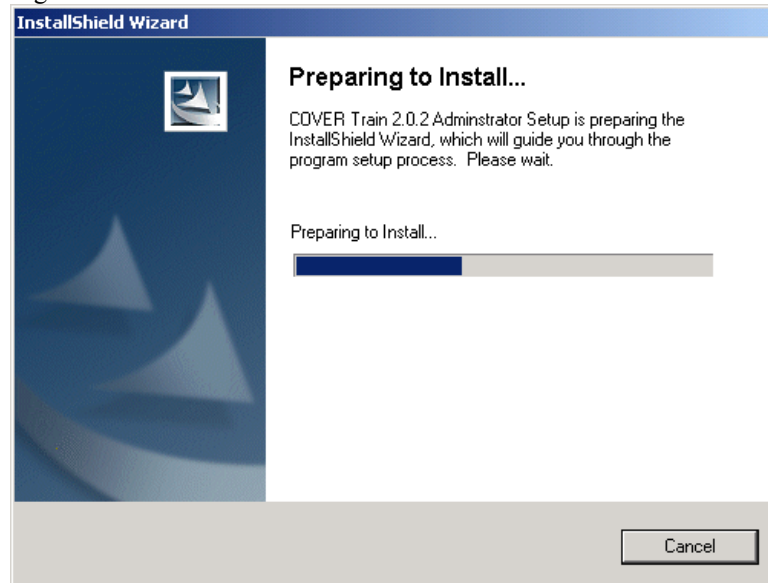
2.2.2. Double-click the **setup** icon to begin installing COVER Train.

Installing COVER Train (Cont'd)

2.2.3. The Install Shield program will launch. This will prepare your computer for installation.

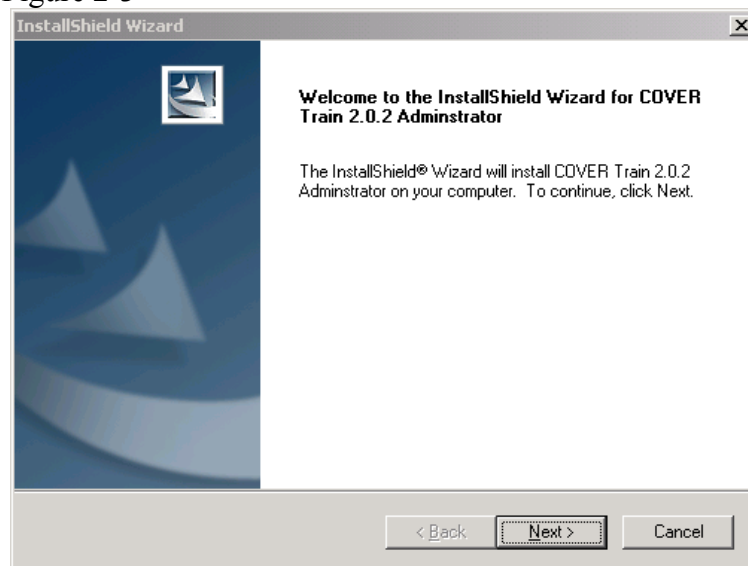
NOTE: You may be prompted to restart your machine here and at the end of the installation process.

Figure 2-2



2.2.4. Select **Next** to begin installing COVER Train.

Figure 2-3



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2.2.5. Enter your customer information and select **Next**.

Figure 2-4

The screenshot shows the 'InstallShield Wizard' window with the 'Customer Information' tab selected. The window title is 'InstallShield Wizard'. Below the title bar, the text 'Customer Information' is displayed, followed by the instruction 'Please enter your information.' There are three input fields: 'User Name:' with the text 'Cody Caddell', 'Company Name:' with the text 'C² Technologies, Inc.', and 'Install this application for:' with two radio button options: 'Anyone who uses this computer (all users)' (selected) and 'Only for me (Cody Caddell)'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'InstallShield' logo is visible in the bottom left corner.

2.2.6. Select the setup type that best suits your needs and select **Next**.

Figure 2-5

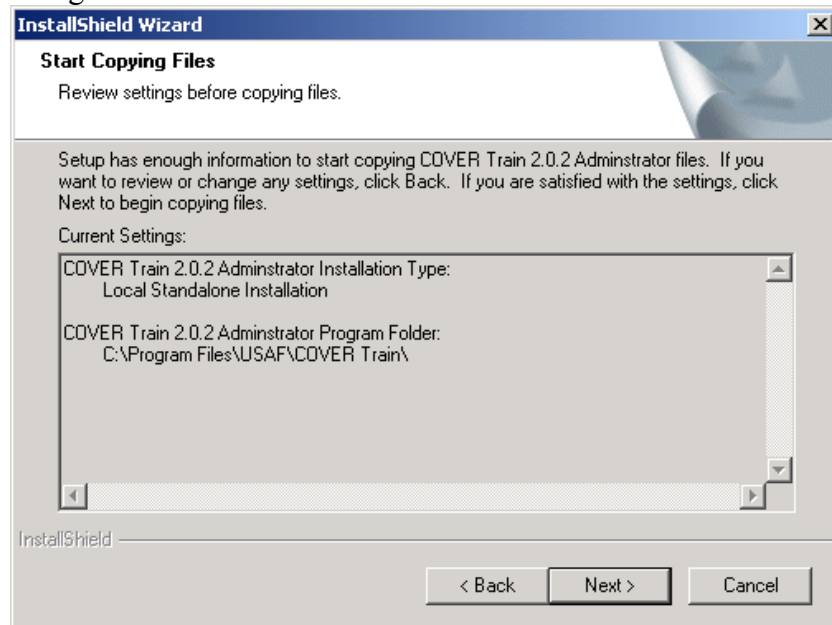
The screenshot shows the 'InstallShield Wizard' window with the 'Installation Type' tab selected. The window title is 'InstallShield Wizard'. Below the title bar, the text 'Installation Type' is displayed, followed by the instruction 'Choose the Installation type that best suits your needs.' There is a paragraph of text: 'Select Installation Type. Choose the installation type by clicking the circle next to the appropriate option. Once you have selected the installation type, click the Next button to'. Below this text are two radio button options: 'Local Standalone Installation' (selected) and 'Server Installation'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'InstallShield' logo is visible in the bottom left corner.

NOTE: The server installation is for system administrators only. For instructions on server installation, please see the Server Installation Guide.

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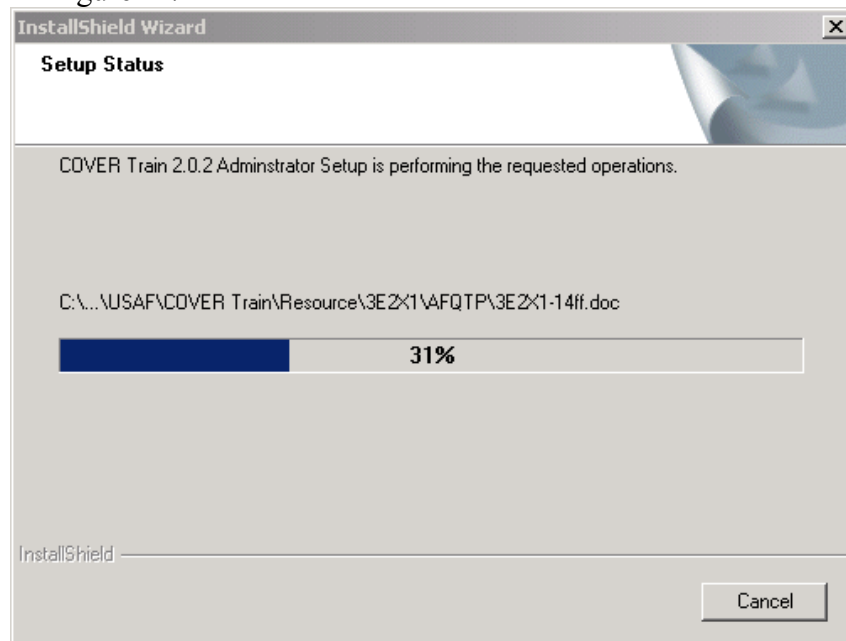
2.2.7. Select **Next** to begin installing COVER Train

Figure 2-6



2.2.8. When the COVER Train files are successfully installed, select **Next**.

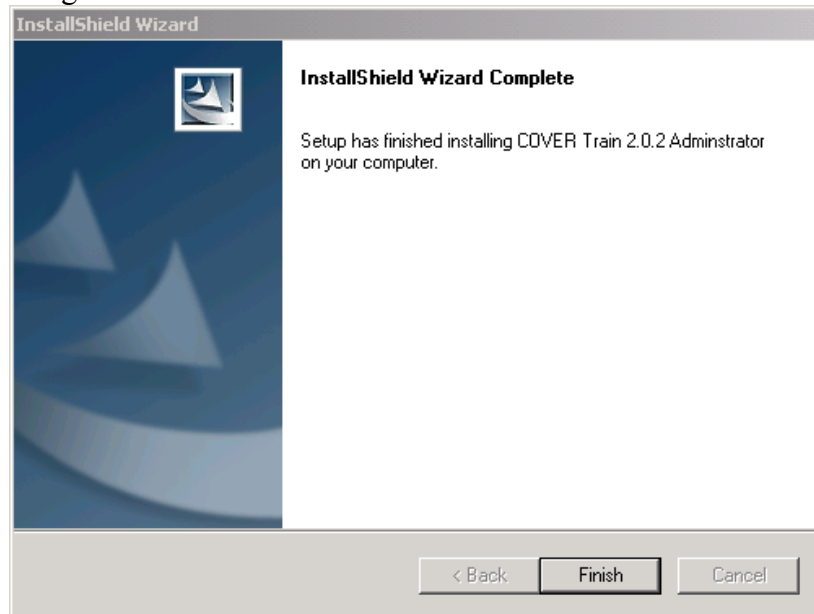
Figure 2-7



Installing COVER Train (Cont'd)

2.2.9. Select **Finish** to complete the installation.

Figure 2-8



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2.2.10. For COVER Train to work properly you must have several viewers installed locally. If you do not have Adobe Acrobat® Reader, Microsoft Media Player version 6.4 or higher, Microsoft PowerPoint 97 Reader, or Microsoft Word 97 Reader installed on your computer, you must do so now. From the setup screen, select the Viewers folder to open the window shown below. Double-click an icon to install the corresponding viewer. These viewers will guide you through the installation process.

Figure 2-9



Chapter 3

GENERAL FUNCTIONS

3.1. Career Map

The Career Map function presents the career development diagram. By pointing to each of the badges on the right you will see the average amount of time it takes active duty members to achieve that rank.

3.2. Multimedia

The Multimedia list provides a link to the HQ AFCEA CE Enlisted Education/Training website page.

3.3. Search

The Search function allows you to search different areas of COVER Train for a word or phrase. Once you have selected a term, double click it to open the term's corresponding adobe file. The search function only allows you to search document titles and not the actual content.

3.4. Bookmarks

The Bookmarks function allows you to save current window and document settings. You can rename, open, add, or remove a bookmark.

3.5. Glossary

The Glossary function contains a list of terms discussed throughout the COVER Train Management System. Select the letters at the top of the box to view a list of terms under that letter, or type the specific term in the search engine, and select 'Search'. Double-click the term to view its definition.

3.6. Tour

The Tour function is designed to help you navigate through various applications in animated form.

3.7. Help

The Help option provides a searchable database of topics on which you can receive help.

3.8. Notes

The Notes function allows you to keep and manage personal notes within COVER Train. You can delete, print, or save comments you have made. Once you have made more than one comment, you can select back to view each comment.

3.9. Preferences

The Preferences function allows you to adjust various settings, such as when to display animations, text size, and location of the Resource Path.

3.10. Online

The Online function takes you to the AFCESA homepage.

Chapter 4

UNIT EDUCATION and TRAINING MANAGER FUNCTIONS

4.1. Load COVER Train

4.1.1. As a UETM, you are responsible for loading COVER Train on each shop's main computer or on the LAN system. See chapter 1 for loading instructions. You may find it necessary to burn additional CD-ROMs.

4.2. Initialize COVER Train

4.2.1. If a shortcut was not created from your Windows Programs list, select the **CT** icon. After the brief introductory video, the Login box opens. To initially enter the program, type the following information:

STEP-1. Input **User ID** : 123456789

STEP-2. Input **Password**: 123abcd!

STEP-3. Select **UTM** from the **Access Level** drop-down list.

STEP-4. Select **OK** to launch COVER Train.

NOTE: If this is the first time you are initializing COVER Train, the administrator records window will already be open for you. Please skip steps 1 and 2 in the following section.

4.3. Load UTM

4.3.1. Select **Records** option from the tool bar on the main screen and go to **Administrator** to open the Administrator Information screen. Follow below steps:

STEP-1. Select **New User**.

STEP-2. Select the **UTM** checkbox under **Access Levels**.

STEP-3. Enter your password.

Note: COVER Train passwords are case sensitive and must be at least 8 Characters long, contain at least 1 number, 1 special character, 1 capital character and the remaining characters must all be letters (a-z).

STEP-4. Enter data in required fields listed in 4.3.2. on next page.

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Figure 4-1

The screenshot displays the 'Administrator Records -- Training Manager' window in the COVER Train application. The window is divided into a sidebar on the left and a main form area. The sidebar contains icons for 'Career Map', 'Multimedia', 'Search', 'Bookmarks', 'Glossary', 'Tour', 'Help', 'Notes', and 'Online'. The main form area is titled 'Profile I' and contains various input fields and checkboxes. The fields are organized as follows:

- Personal Information:** Last Name (Manager), First Name (Training), MI (), Password (), SSN (User ID) (9999), Grade/Rank (TSgt).
- Access Level:** A group box containing checkboxes for Trainee, Certifier, Trainer, Immed. Supervisor, Supervisor, and UTM (checked).
- Training Information:** AFSC (UETM - UETM), Duty Position (), Date Entered Training (), Training Status Code ().
- Unit and Section Information:** Unit (99 CES), Section (CCQT), Base (Nellis AFB). Each has an 'Edit' button next to it.
- Supervisor Information:** UTM (), Shop Supervisor (), Immediate Supervisor (), Temporary Supervisor ().
- Record Status:** Record Status (UnLocked).

The status bar at the bottom of the window shows 'Manager, Training -- UTM', 'Gener -', 'CAPS', '12/31/2002', and the system clock '9:26 AM'.

4.3.2. Figure 4-1 above shows the minimum entries required to load a UTM:

- Last Name, First Name, MI
- Password
- Access Level (check appropriate box or boxes)
- SSN (User ID)
- Grade/Rank (drop down menu)
- AFSC: (drop down menu)
- Unit: (drop down menu with edit capability)
- Section: (drop down menu with edit capability)
- Base: (drop down menu with edit capability)
- All other fields can be filled out at a later date if needed

4.3.3. Follow these steps if your Unit, Section or Base is not listed:

- Select the edit button next to field
- Scroll down and/or click on first available blank line
- Type in your Unit, Section(s) or Base
- Select the disk in the upper left hand corner to save
- Select yes to save the list and click X to close list
- Select drop down box arrow
- Select created Unit, Section or Base

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STEP-5. Select OK in upper right hand corner to save record.

STEP-6. Reenter your password to confirm.

STEP-7. Select OK if SSAN is correct.

4.3.6. ****IMPORTANT**** Go into administrator record and delete the generic administrator record (admin-admin) by highlighting the record and selecting delete.

STEP-8. Select File and Log off

STEP-9. Login to COVER Train with your USER ID and Password.

NOTE: After you have loaded yourself into the system, your Social Security Number will be your User ID for future COVER Train sessions.

4.4. Load Supervisors

NOTE: You must load one supervisor in each section on their shop computers or via the LAN.

4.4.1. Select **Administrator** in the **Records** drop-down option from tool bar on the main screen to open the Administrator Information screen.

STEP-1. Select **New User**.

STEP-2. Enter data in required fields listed in 4.4.2. on next page.

4.4.2. Figure 4-2 shows the minimum entries required to load a Shop Supervisor:

- Last Name, First Name, MI
- Password
- Access Level (check appropriate box or boxes)
- SSN (User ID)
- Grade/Rank (drop down menu)
- AFSC: (drop down menu)
- Unit: (drop down menu with edit capability)
- Section: (drop down menu with edit capability, see #5 below)
- Base: (drop down menu with edit capability)
- UTM: (drop down menu)
- All other fields can be filled out at a later date if needed

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Figure 4-2

The screenshot shows the 'Administrator Records' window in the COVER Train application. The 'Profile I' tab is active, displaying a form for user management. The form includes fields for Last Name (Supervisor), First Name (Shop), MI (C), Password (masked), SSN (User ID) (222222222), Grade/Rank (MSgt), AFSC (3EQX1 - Electrical Systems), Duty Position, Date Entered Training, Training Status Code, Unit (99 CES), Section (CEOI), Base (Nellis AFB), UTM (Manager Training TSgt), Shop Supervisor, Immediate Supervisor, Temporary Supervisor, and Record Status. An 'Access Level' section on the right contains checkboxes for Trainee, Certifier, Trainer, Immed. Supervisor, Supervisor, and UTM. The 'Supervisor' checkbox is checked. The window has a menu bar (File, Edit, View, Tools, AFSC, Resources, Window, Help) and a toolbar with icons for MTL, STS, 1320, Records, CFETP, Publications, and Training. A sidebar on the left contains icons for Career Map, Multimedia, Search, Bookmarks, Glossary, Tour, Help, Notes, and Online. The status bar at the bottom shows 'Manager, Training -- UTM', 'Gener -', 'CAPS', '12/31/2002', and the system clock '9:47 AM'.

NOTE: You **MUST** add a section(s) before continuing loading any further users.

4.4.3. Create supervisor's section in section field:

- Select the **edit** button next to Section
- Scroll down and/or click on first available blank line
- Type in supervisor's section
- Select the **disk** in the upper left hand corner to save
- Select **yes** to save the list and click X to close list
- Select drop down box **arrow**
- Select created section

4.4.4. Under **Access Levels**, select the **Supervisor** checkbox and any other Access Level that applies. If the supervisor is a TSgt or below ensure the trainee box is also selected.

4.4.5. Supervisor must create and enter his/her password (case sensitive).

NOTE: Password must be at least 8 Characters long, contain at least 1 number, 1 special character, 1 capital character and the remaining characters must all be letters (a-z).

4.4.6. Select **OK**.

4.5. View MTL and Duty Positions

4.5.1. Select MTL from the tool bar on the main screen and select view MTL and follow below steps:

STEP-1. Select Specialty from drop down menu.

STEP-2. Select on (insert double box icon) and select section.

STEP-3. Select **AFSC** icon to view another AFSC and follow above steps.

4.5.2. Select Duty Position instead of MTL and repeat above procedures to view Duty Positions.

4.6. View CFETPs / STS

4.6.1. Select on **AFSC** from main menu and select **Change AFSC** and follow below steps:

STEP-1. Select the AFSC you want to view from the drop down menu.

NOTE: STS for selected AFSC will appear.

STEP-2. Select down arrow next to CFETP from the Tool bar and select Part I or II.

STEP-3. Select section of CFETP you want to review.


4.7. Review Trainee Records

4.7.1. Select **Records** from the main tool bar to view drop-down options and select **Trainee**. To open the **Trainee Records** follow below steps:

STEP-1. There are two options to search for a trainee:

STEP-1a. Select **Search** to scroll through all trainees.

STEP-1b. Enter trainee's last name in the **Last Name** field and select **Search**

STEP-2. Select the  button next to the relevant trainee's record.

STEP-3 Select **Open Trainee** box to open the Trainee Records screen

4.8. Accessing 1320 Reports

4.8.1. The 1320 report provides a simple method for organizing training information about the job and the worker. You may specify people and tasks to customize your report. To run a report follow below steps:

STEP-1. Select **1320** on the toolbar to create the report.

STEP-2. Adjust the report parameters according to your needs.

STEP-3. Select **Advanced** to review the tasks for a specific trainee.

STEP-4. Select **OK** to run the report. When the report displays, place your mouse cursor over the task numbers and symbols to see the task name and status.

4.9. Review Upgrade Actions Using Air Force Form 2096

NOTE: This form is **optional** in COVER Train and used to document upgrade information on trainee for unit information only. Ensure all training requirements have been completed in accordance with the CFETP. For official upgrade actions follow your servicing Military Personnel Flight guidance.

STEP-1. Select the **2096** Tab from the trainee's records.

STEP-2. Complete all appropriate fields.

4.9.1. Initiate upgrade action in accordance with your servicing Military Personnel Flight guidance.

Chapter 5

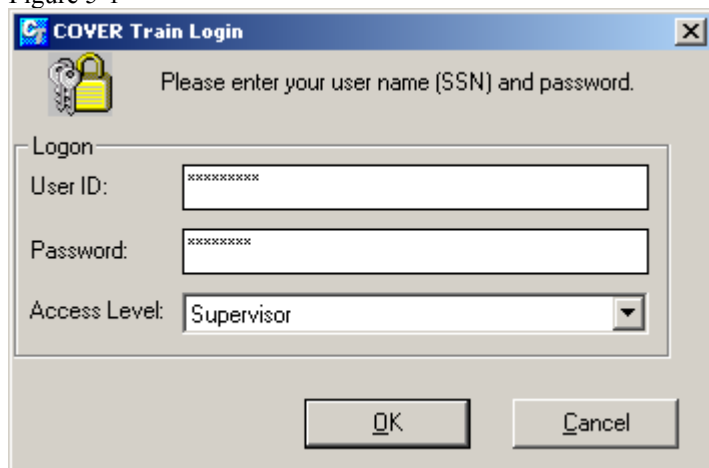
SHOP SUPERVISOR FUNCTIONS

5.1. Unit Training Manager must first load one Shop Supervisor in each section in COVER Train to Login to program. . Shop supervisors are responsible for the section's training program. This chapter will explain how to develop a Master Task List, Duty Positions, Load: Immediate Supervisors, Trainers, Certifiers and Trainees. See Chapter 6 'Immediate Supervisor Functions' on how to manage Trainee's records.

NOTE: Shop supervisor may load additional shop supervisors by following steps in 5.5. and selecting the Supervisor access level. Caution: individual will have the same rights as you.

5.2. Perform Login Function

Figure 5-1



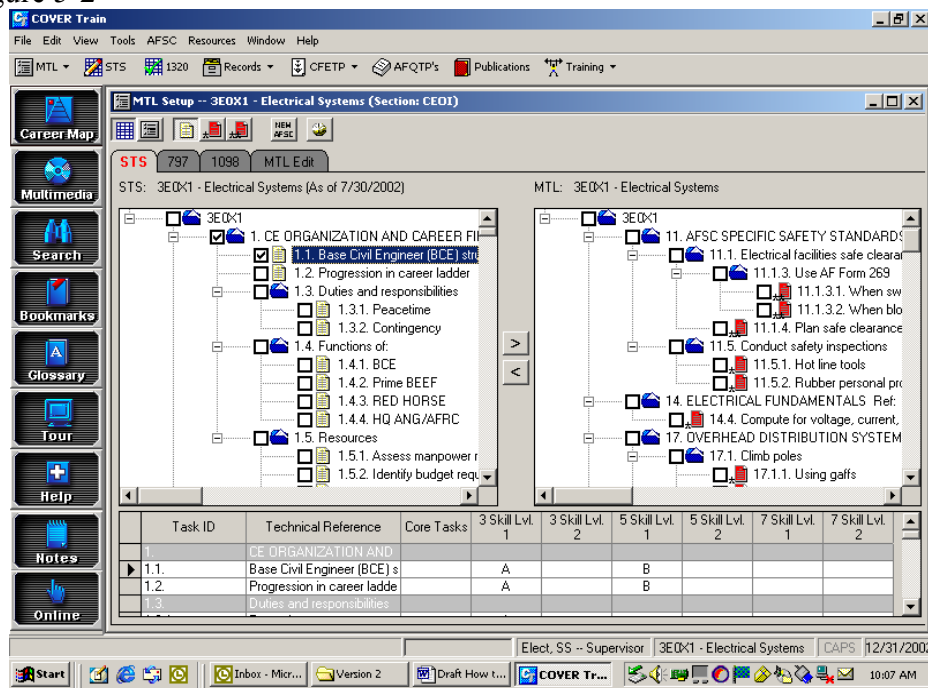
5.2.1. To Login to COVER Train follow the below steps:

- STEP-1. Double click on COVER Train icon on your desktop.
- STEP-2. Enter your Social Security Number in the **User ID** field in the **Login** box.
- STEP-3. Enter your **Password**.
- STEP-4. Select **Supervisor** from the **Access Level** drop-down list.
- STEP-5. Select **OK** to open COVER Train.

5.3. Develop Shop's Master Task Listing

NOTE: Before you begin, verify that you are in the correct AFSC by viewing the lower right corner of the main screen. It displays Last Name, First Name; 3EXXX-AFS Title. Also, it may help to have your current shop's MTL handy. To change your specialty, select **Menu** on the tool bar and then **Change Specialty**. Select the correct specialty from the **Set Specialty** drop-down list. MTLs are tied to **section** and **AFSC** fields.

Figure 5-2



5.3.1. The MTL function allows you to create your shop's Master Task List (MTL). An MTL is part of your Master Training Plan that lists 100 percent tasks coverage to meet your sections mission requirements and includes tasks in your STS, AF Forms 797 and 1098. Ref. AFI 36-2201.


5.3.2. The left side of the screen contains the STS (Specialty Training Standard); a list of all tasks for your specialty. The right side of the screen contains core tasks identified in the STS. Core tasks cannot be removed from the MTL. See Figure 5-2


5.3.3. To Create an MTL in COVER Train, complete the following procedure:

STEP-1. Select Create MTL from the MTL drop down menu.

STEP-2. Select all the check boxes next to the STS tasks that are specific to your shop's MTL.

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STEP-3. Select the  to move the task from the STS to your MTL.

5.3.4. To remove tasks from the MTL check the boxes next to the tasks to be removed and Select the  to remove the task.

5.3.5. To view the proficiency code for a task, select the task in the STS list and view the properties in the Task Properties box located at the bottom of the screen.

5.3.6. Add AF Form 797 tasks:

5.3.6.1. The AF Form 797 is a continuation of the CFETP, Part II, or AFJQS. It defines locally assigned duty position requirements not included in the CFETP, Part II. Follow the below steps to add AFF 797 tasks to your MTL:

STEP-1. Select the 797 Tab to add those tasks not listed in the STS.

STEP-2. Type each individual task in the Task Knowledge and Technical References field.

STEP-3. Select the Critical Task field to view drop down menu.

STEP-4. Select the appropriate task level from the drop down menu:

STEP-4a. N/A (not required for upgrade).

STEP-4b. 5- Level (required for 5-level upgrade).

STEP-4c. 7- Level (required for 7-level upgrade).

NOTE: Select the Save button before exiting this field.

5.3.7. Add AF Form 1098 items.

5.3.7.1. The AF Form 1098 is used to document selected tasks requiring recurring training or evaluation. Follow below steps to add AFF 1098 tasks to your MTL:

STEP-1. Select the 1098 Tab.

STEP-2. Type the name of each task in the Task, Recurring Training and Technical References box.

STEP-3. Type in the frequency of training in frequency box.

NOTE: Be sure to select the Save button before exiting this field.

5.3.8. MTL Edit

5.3.8.1. The MTL Edit Tab allows you to set task requirements for 5- Level, 7- Level, or Certification.

STEP-1. Select on the MTL Edit Tab.

STEP-2. Check the corresponding boxes next to each task to determine the level required.

Note: Leave boxes **unchecked** if not **required** for upgrade. Core tasks cannot be changed. Only Supervisors can create/edit an MTL for any available specialty. The MTLs that a Supervisor creates are specific to that Supervisor's section and are shared by all Supervisors within the section. Supervisors may give supervisory rights to other persons in their shop as long as they are denoted as that person's supervisor.

5.4. Create Duty Position

5.4.1. A duty position is a set of tasks that are developed from your shop's MTL. You may develop as many duty positions as needed. To create a duty position, complete the following steps:

5.4.2. MTL tab

STEP-1. Select create duty position from the MTL drop down list.

STEP-2. Select the "Add Duty Position" button .

STEP-3. Type in name of your new duty position and select 5-level or 7-level from the drop down list.

STEP-4. Select all the check boxes next to the duty position tasks.


STEP-5. Select the  to add check marked tasks to the duty position.

NOTE: Core and critical tasks will already be added and cannot be changed.

5.4.3. 797 / 1098

STEP-1. Select 797 or 1098 Tab.

STEP-2. Select the box left of the task to highlight.

STEP-3. Select the  key to add them to the duty position.

NOTE: Any task that are moved into a 5 or 7-level duty position are now required for that duty position. (Ex. All tasks moved into the duty position will now be required for the 5 or 7 level upgrade for trainee in that duty position.)

5.5. Load Immediate Supervisors

NOTE: You must load immediate supervisors on shop computers or via the LAN.

5.5.1. Select **Administrator** from the **Records** drop-down options from the tool bar on the main screen to open the Administrator Information screen.

STEP-1. Select **New User**.

STEP-2. Complete the appropriate fields.

STEP-3. Select the **Immediate Supervisor** checkbox under **Access Levels** and any other Access Level that applies. If the Immediate Supervisor is a TSgt or below select the trainee box.

STEP-4. The Immediate Supervisor must create and enter his/her password (case sensitive).

Note: Password must be at least 8 Characters long, contain at least 1 number, 1 special character, 1 capital character and the remaining characters must all be letters (a-z).

5.5.2. See Figure 5-2 on page 23 for minimum entries required for loading an Immediate Supervisor.

STEP-5. Select **OK**.

5.6. Load Trainers

NOTE: You must load trainers on shop computers or via LAN.

5.6.1. Select **Administrator** from the **Records** drop-down options from the tool bar on the main screen to open the Administrator Information screen.

STEP-1. Select **New User**.

STEP-2. Complete the appropriate fields.

STEP-3. Select the **Trainer** checkbox under **Access Levels** and any other Access Level that applies. If Trainer is a TSgt or below select the trainee box.

STEP-4. The trainer must create and enter his/her password (case sensitive).

NOTE: Password must be at least 8 Characters long, contain at least 1 number, 1 special character, 1 capital character and the remaining characters must all be letters (a-z).

5.6.2. See Figure 5-2 on page 23 for minimum entries required for loading Trainer.

STEP-5. Select **OK**.

5.7. Load Certifiers

NOTE: You must load certifiers on shop computers or via the LAN.

5.7.1. Select **Administrator** from the **Records** drop-down options from the tool bar on the main screen to open the Administrator Information screen.

STEP-1. Select **New User**.

STEP-2. Complete the appropriate fields.

STEP-3. Select the **Certifier** checkbox under **Access Levels** and any other Access Level that applies. If the Certifier is a TSgt or below select the trainee box.

STEP-4. The Certifier must create and enter his/her password (case sensitive).

NOTE: Password must be at least 8 Characters long, contain at least 1 number, 1 special character, 1 capital character and the remaining characters must all be letters (a-z).

5.7.2. See Figure 5-2 on page 23 for minimum entries required for loading Certifier.

STEP-5. Select **OK**.

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Figure 5-2

COVER Train
File Edit View Tools AFSC Resources Window Help

MTL STS 1320 Records CFETP AFQTP's Publications Training

Administrator Records -- Shop, Certifier

Profile I Profile II

Last Name: First Name: MI: Password: Access Level:
Certifier Shop [] []
☒ Trainee
☒ Certifier
☐ Trainer
☐ Immed. Supervisor
☐ Supervisor
☐ UTM

SSN (User ID): Grade/Rank:
0004 SSgt

AFSC: Duty Position:
3E2X1 - Pavements and Construction

Date Entered Training: Training Status Code:

Unit: Section: Base:
HQ AFCEA Edit CEOF Edit Tyndall AFB Edit

UTM: Shop Supervisor: Immediate Supervisor:
Manager Training TSgt Supervisor Shop MSgt Supervisor Immediate TSgt

Temporary Supervisor: Record Status:
UnLocked

OK Cancel Apply

Supervisor, Shop -- Supervisor 3E2X1 - Pavements and Construction Equ

Start COVER Train Inbox - Microsoft Ou... Draft How to Guide ... 10:50 AM

5.8. Figure 5-2 shows the minimum entries required to load Immediate Supervisor, Trainer and Certifier.

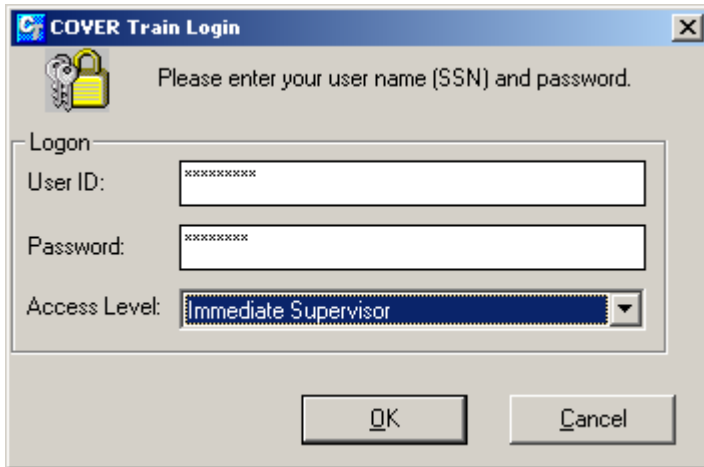
- Last Name, First Name, MI
- Password
- Access Level (check appropriate box or boxes)
- SSN (User ID)
- Grade/Rank (drop down menu)
- AFSC: (drop down menu)
- Unit: (drop down menu with edit capability)
- Section: (drop down menu with edit capability, see #5 below)
- Base: (drop down menu with edit capability)
- UTM: (drop down menu)
- Shop Supervisor (drop down menu)
- Immediate Supervisor (drop down menu)
- All other fields can be filled out at a later date if needed

Chapter 6

Immediate Supervisor Functions

6.1. Perform Login Function

Figure 6-1 Login Screen

The image shows a Windows-style dialog box titled "COVER Train Login". It features a yellow padlock icon and the text "Please enter your user name (SSN) and password." Below this, there is a "Lagon" section (likely a typo for "Login") containing three input fields: "User ID:" with a masked input field showing "xxxxxxx", "Password:" with a masked input field showing "xxxxxxx", and "Access Level:" with a drop-down menu currently set to "Immediate Supervisor". At the bottom of the dialog are "OK" and "Cancel" buttons.

- STEP-1. Double click on COVER Train icon on your desktop.
- STEP-2. Enter your Social Security Number in the **User ID** field in the **Login** box.
- STEP-3. Enter your **Password**.
- STEP-4. Select **Immediate Supervisor** from the **Access Level** drop-down list.
- STEP-5. Select **OK** to open COVER Train.

6.2. Load Trainees

6.2.1. You must load trainees on shop computers or via the LAN.

STEP-1. Select **Trainee** from the **Records** drop-down menu on the main screen tool bar to open the Trainee Records screen.

STEP-2. Select **New User**.

STEP-3. Complete the appropriate fields.

6.2.2. If a duty position is selected, then all tasks associated with that duty position would be automatically shown in Trainee's Job Qualification Standard (JQS).

STEP-4. The Trainee must create and enter his/her password (case sensitive).

NOTE: Password must be at least 8 Characters long, contain at least 1 number, 1 special character, 1 capital character and the remaining characters must all be letters (a-z).

6.2.3. See Figure 6-2 on page 26 for minimum entries required for loading Trainee.

STEP-5. Select **OK**.

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Figure 6-2 Administrative Records screen

The screenshot shows the COVER Train software interface. The main window is titled 'COVER Train' and has a menu bar with 'File', 'Edit', 'View', 'Tools', 'AFSC', 'Resources', 'Window', and 'Help'. Below the menu bar is a toolbar with icons for 'MTL', 'User 623', 'STS', '1320', 'Records', 'CFETP', 'AFQTP's', 'Publications', and 'Training'. On the left side, there is a vertical toolbar with icons for 'Career Map', 'Multimedia', 'Search', 'Bookmarks', 'Glossary', 'Tour', 'Help', 'Notes', and 'Online'. The main area displays the 'Profile I' tab for a user named 'Boyd, Ralph'. The fields are organized as follows:

1098		2096		AFQTP		JQS		Enroll		Transcribe	
Profile		623 I		623 II-III		623a		797		803	

Profile I | Profile II

Last Name: Boyd | First Name: Ralph | MI: | Password: | Access Level: ☒ Trainee, ☐ Certifier, ☐ Trainer, ☐ Immed. Supervisor, ☐ Supervisor, ☐ UTM

SSN (User ID): 0005 | Grade/Rank: A1C

AFSC: 3E2K1 - Pavements and Construction | Duty Position: | Date Entered Training: 3/16/2002 | Training Status Code: B

Unit: HQ AFCEA | Section: CEOH | Base: Tyndall AFB

UTM: Manager Training TSgt | Shop Supervisor: Jones Jack MSgt | Immediate Supervisor: Smith Joe TSgt

Temporary Supervisor: | Record Status: UnLocked

Buttons: OK, Cancel, Apply

6.2.4. Figure 6-2 shows the minimum entries required to load a trainee.

- Last Name, First Name, MI
- Password
- Access Level (check appropriate box or boxes)
- SSN (User ID)
- Grade/Rank (drop down menu)
- AFSC: (drop down menu)
- Duty Position (drop down menu) **OPTIONAL**
- Date entered training (Calendar selection)
- Training status code (drop down menu)
- Unit: (drop down menu with edit capability)
- Section: (drop down menu with edit capability)
- Base: (drop down menu with edit capability)
- UTM: (drop down menu)
- Shop Supervisor (drop down menu)
- Immediate Supervisor (drop down menu)
- All other fields can be filled out at a later date if needed

6.3. Access / Update Trainee Records

6.3.1. Follow below steps to **Open Trainee Records:**

STEP-1. Select **Records** from the main tool bar to view drop-down options and select **Trainee** to open the **Trainee Records** screen.

STEP-2. There are two options to search for a trainee:

STEP-2a. Select **Search** to scroll through all trainees.

STEP-2b. Enter trainee's last name in the **Last Name** field and select **Search**.

STEP-3. Select the  button next to the relevant trainee's record.

STEP-4. Select **Open Trainee** to open the Trainee Records screen.

6.3.2. Trainee Profile Tab

STEP-1. Update appropriate information in each field.

NOTE: In the **Immediate Supervisor** and **Shop Supervisor** fields use the drop-down button to locate the trainee's administrators. If the intended supervisor(s) or UTM is not posted, they will need to be added to the system.

STEP-2. Select **Apply** if changes were made, Select **OK** if no changes were made.

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6.3.3. 623 I Tab.

Figure 6-3

STEP-1. Select on **623 I Tab.**

STEP-2. Select on down arrow in DAFSC/Job series: field. Select AFSC.

STEP-3. Double click on **Individual's Signature** box.

STEP-4. Trainee must input his/her User ID and password.

NOTE: Date will automatically appear in Date box. This can also be accomplished when logged on as a trainee.

6.3.4. 623 II-III Tab.

Figure 6-4

Trainee Records -- Ralph, Boyd

1098	2096	AFQTP	JQS	Enroll	Transcribe
Profile	623 I	623 II-III	623a	797	803

II. ECI/CDC PARTICIPATION, ETC.

Course Number	Course Title	No. of Volumes	Start Date	Date Complete
3E251A Ed 01	Pavements and Construction Equipment Operator	3	1/13/2003	
3E251A	Vol 1. General Subjects		1/14/2003	2/13/2003
3E251A	Vol 2. Rigid Pavements			
3E251A	Vol 3. Flexible Pavements			
3E251A	End of Course Test			
3E251B Ed 01	Pavements and Construction Equipment Operator	3		
3E251B	Vol 1. Auxiliary Equipment			
3E251B	Vol 2. Earthmoving and Excavation			

III. Formal Training

Course Number	Course Title	Start Date	Date Complete
J5ABA3E231 00	Pavements Maintenance and Construction Equipment	8/12/2002	11/27/2002
*			

Jones, Jack -- Supervisor | 3E2X1 - Pavements and Construction Equipment

6.3.4.1. ECI/CDC PARTICIPATION, ETC. and III. Formal Training

STEP-1. Type in Course Number or CDC.

STEP-2. Type in Course Title.

STEP-3. Double click Start Date box to view calendar and select date started course or CDC.

STEP-4. Double click Date Complete Box to view calendar and select date course or CDC was completed.

NOTE: Identify CDCs by volumes as well as sets.

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6.3.5. 623a Tab.

Figure 6-5

The screenshot displays the COVER Train software interface. The main window is titled "Trainee Records -- Ralph, Boyd". It features a menu bar (File, Edit, View, Tools, AFSC, Resources, Window, Help) and a toolbar with various icons. A left sidebar contains buttons for Career Map, Multimedia, Search, Bookmarks, Glossary, Tour, Help, Notes, and Online. The main content area is divided into several tabs: 1098 Profile, 2096 623 I-II, AFQTP 623 III-IV, JQS 623a (highlighted in red), Enroll 797, and Transcribe 803. The 623a tab is active, showing a form titled "ON - THE - JOB TRAINING RECORD CONTINUATION SHEET". The form contains a text area with the following text: "Briefed A1C Boyd on his training responsibilities for completing CDC's. Issued him vol 1 of the 3E251A set and explained that I expected the vol to be completed by 16 Feb 03. I explained that I will conduct weekly status checks with him and if he needed any clarification on the material to let me or know." Below the text area are fields for Date (1/16/2003 2:07:35 PM), Trainee Signature (Boyd Ralph A1C), and Supervisor Signature (Smith Joe TSgt). There are also buttons for Delete, Add, and navigation controls. The bottom status bar shows "Smith, Joe -- I. Supervisor" and "3E2X1 - Pavements and Construction Equipme".

STEP-1. Select **623a Tab**.

STEP-2. Type text documenting trainee's training progression.

STEP-3. Select on Trainee Signature Box (have trainee type in password).

STEP-4. Select OK.

STEP-5. Select on Supervisor Signature Box (Type in your SSAN and password).

STEP-6. Select OK.

6.3.5.1. Select ADD when another documentation is required and repeat above steps.

6.3.6. 797 Tab

Figure 6-6

The screenshot shows the COVER Train software interface. The main window is titled "Trainee Records -- Ralph, Boyd". It features a sidebar with icons for Career Map, Multimedia, Search, Bookmarks, Glossary, Tour, Help, Notes, and Online. The main area displays a table with columns: 1098 Profile, 2096 623 I-II, AFQTP 623 III-IV, JQS 623a, 797, and Transcribe 803. Below the table is a section titled "JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS" with a table containing tasks, critical tasks, start dates, complete dates, and initials. The tasks listed are "Install Snow Fence" and "Install Snow Markers". The right side of the window has buttons for OK, Cancel, Apply, Start Date, Trainee, Trainer, Certifier, Decertify, and Delete. The bottom status bar shows "Smith, Joe -- I. Supervisor" and "3E2x1 - Pavements and Construction Equipme".

1098 Profile	2096 623 I-II	AFQTP 623 III-IV	JQS 623a	797	Transcribe 803
JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS					
Tasks Knowledge and Technical References	Critical Task	Start Date	Complete Date	Trainee Initials	Trainer Initials
Install Snow Fence	N/A	9/16/2002	1/16/2003	Boyd Ralph	Smith Joe T
Install Snow Markers	N/A	9/16/2002	1/16/2003	Boyd Ralph	Smith Joe T

STEP-1. Select **797 Tab**.

STEP-2. Select ► next to task row to highlight task. To select multiple tasks hold shift key down and select the gray box next to the last row of tasks. To select non-consecutive tasks hold Ctrl key down and select on gray box on each task.

STEP-3. Select start date (Calendar selection) and input date task started.

STEP-4. Select Trainee or Trainer or Certifier and input User ID and Password to sign off task or tasks.

6.3.6.1. Select Decertify to decertify Trainee on task. You will be prompted to record reason for decertification on a 623a.

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6.3.7. 803 Tab.

Figure 6-7

The screenshot displays the COVER Train software interface. The main window is titled "Trainee Records -- Ralph, Boyd". The interface includes a menu bar (File, Edit, View, Tools, AFSC, Resources, Window, Help) and a toolbar with various icons. A left sidebar contains icons for Career Map, Multimedia, Search, Bookmarks, Glossary, Tour, Help, Notes, and Online. The main content area is divided into several sections:

- Header Section:** Contains fields for 1098 (Profile), 2096 (623 I-II), AFQTP (623 III-IV), JQS (623a), Enroll (797), and Transcribe (803).
- REPORT OF TASK EVALUATIONS:** A section for recording task evaluations. It includes fields for Last Name (Boyd), First Name (Ralph), MI (), Grade/Rank (A1C), and AFSC (3E2X1). There is a checkbox for "In UGT" which is checked.
- JQS Task Items Evaluated:** A list of tasks: 15.1. Dump Trucks, 15.1.1. Perform Operational Checks, and 15.1.2. Perform Operator Maintenance.
- Remarks:** A section with radio buttons for "Satisfactory" (selected) and "Unsatisfactory". Below it is a text box containing the remark: "A1C Boyd satisfactory demonstrated the above tasks."
- Signature Section:** Includes fields for Date (1/16/2003 2:49:03 PM), Evaluator (Jones Jack MSgt), and Signature (Jones Jack MSgt).
- Buttons:** "Delete" and "Add" buttons are located at the bottom of the main content area.

The bottom of the screen shows a Windows taskbar with the Start button, several application icons, and a system tray displaying the time as 2:49 PM.

STEP-1. Select **803 Tab**.

STEP-2. Type in tasks evaluated in JQS Task Items Evaluated box.

STEP-3. Select **satisfactory** or **unsatisfactory**.

STEP-4. Type in remarks in the Remarks box.

STEP-5. Select **Signature** box and type in User ID and Password.

6.3.8. 1098 Tab

Figure 6-8

Trainee Records -- Ralph, Boyd

Profile 623 I-II 623 III-IV 623a 797 803

1098 2096 AFQTP JQS Enroll Transcribe

SPECIAL TASK CERTIFICATION AND RECURRING TRAINING

	Unit Office Symbol	Task, or Recurring Training and Technical	Date Completed	Certifier Initials	Trainee Initials	Score or Hours	Type	Frequency	Due Date
	CEOH	Snow Removal Orier	1/16/2003	SMITH JOE TSGT	BOYD RALPH	40		Annual	10/18/2003
	CEOH	Dump Truck Tailgate	1/16/2003	JONES JACK MSG	BOYD RALPH	8		3 Years	9/30/2005

OK Cancel Apply Due Date Trainee Certifier Decertify Delete

Jones, Jack -- Supervisor 3E2X1 - Pavements and Construction Equipme

STEP-1. Select **1098 Tab**. Tasks will be shown only after 1098 is created in Create MTL and trainee is enrolled in the 1098 task from the Enroll Tab.

STEP-2. Double click on due date box to view calendar. Select due date for task.

STEP-3. Double click on trainee's initial box on the recurring task completed. Have trainee input password.

STEP-4. Double click on certifier box. Have certifier input user ID and password. Date complete will insert automatically after trainee and certifiers initials.

STEP-5. Input Unit Office Symbol, Score or Hours and Type fields.

STEP-6. Double click on the due date box to view calendar and reset the due date.

6.3.9. JQS Tab.

Figure 6-9

STEP-1. Select **JQS Tab**. Tasks will show only if trainee is enrolled in a task from Enroll Tab, transcribed from the Transcribe Tab or given a duty position from the Profile screen.

STEP-2. Select ► next to task row to highlight task. To select multiple tasks hold shift key down and select the gray box next to the last row of tasks. To select non-consecutive tasks hold Ctrl key down and select on gray box on each task.

STEP-3. Select on **Start Date** to view calendar and select start date. Start date will be already inserted if trainee is enrolled in task from Enroll Tab.

STEP-4. Select **Trainee** or **Trainer** or **Certifier** box to initial task. Trainee, Trainer or Certifier must type in User ID and Password. Trainee must initial task before trainer and certifier. AFQTP task must be initialed on core task prior to JQS.

NOTE: You must have appropriate access rights to initial/decertify a task. User ID will automatically show in trainee box.

6.3.9.1. Select **Decertify** box to decertify a trainee on task. Type in your user ID and password. You will be prompted to fill out a 623a on why trainee was decertified on task.

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6.3.10. AFQTP

Figure 6-10

COVER Train
File Edit View Tools AFSC Resources Window Help

MTL STS 1320 Records CFETP AFQTP's Publications Training

Trainee Records -- Ralph, Boyd

Profile 623 I-IV 623 III-IV 623a 797 803
1098 2096 **AFQTP** JQS Enroll Transcribe

AFQTP Documentation Record

Task Number	Tasks, Knowledge, and Technical References	CerTest #	Core Task	Start Date	Complete Date	Trainee Initials	Trainer Initials	CerTest Co
15.1.1.	Perform Operational Checks		*	7/16/2000	1/16/2000	BOYD RA	DOE JOI	
15.1.2.	Perform Operators Maintenance		*	7/16/2000	1/16/2000	BOYD RA	DOE JOI	
15.1.3.1.	Haul Material		*	7/16/2000	1/16/2000	BOYD RA	DOE JOI	
15.1.3.2.	Dump Material		*	7/16/2000	1/16/2000	BOYD RA	DOE JOI	
15.1.3.3.1	Gravel		*	7/16/2000	1/16/2000	BOYD RA	DOE JOI	
15.1.4.1.	Removal	8175	*	7/16/2000	1/16/2000	BOYD RA	DOE JOI	9/27/2002
15.1.4.2.	Installation	8175	*	7/16/2000	1/16/2000	BOYD RA	DOE JOI	9/27/2002
15.2.1.	Perform Operational Checks		*					
15.2.2.	Perform Operators Maintenance		*					
15.2.3.1.	Load Gravel into dump truck		*					
15.2.4.1.	Load/Unload Material		*					
15.2.4.2.	Transport Material		*					
17.1.	Perform Operational Checks		*					
17.2.	Perform Operators Maintenance		*					
17.3.4.	Steel Wheel Vibratory Roller		*					
19.3.1.	Perform Operational Checks		*					
19.3.2.	Perform Operator Maintenance		*					
19.3.4.	Change Brooms		*					
19.3.5.	Change Wearing Surfaces		*					
19.3.6.1.	Hood		*					
19.3.6.2.	Broom		*					
22.1.2.	Perform Operator Maintenance		*					

Start Date Trainee Trainer CerTest Decertify

Jones, Jack -- Supervisor 3E2X1 - Pavements and Construction Equipment

Start Draft How to Guide.doc - Micr... COVER Train 3:04 PM

STEP-1. Select on **AFQTP Tab**. Tasks will be shown only if trainee is enrolled in a core task from enroll Tab or trainee is given a duty position from the Profile screen.

STEP-2. Select in box or select ► to highlight task. To select multiple task hold shift key down and select the last row of tasks or hold Ctrl key down and select on gray box on each task row to select non-consecutive tasks.

STEP-3. Select on **Start Date** to view calendar and select start date.

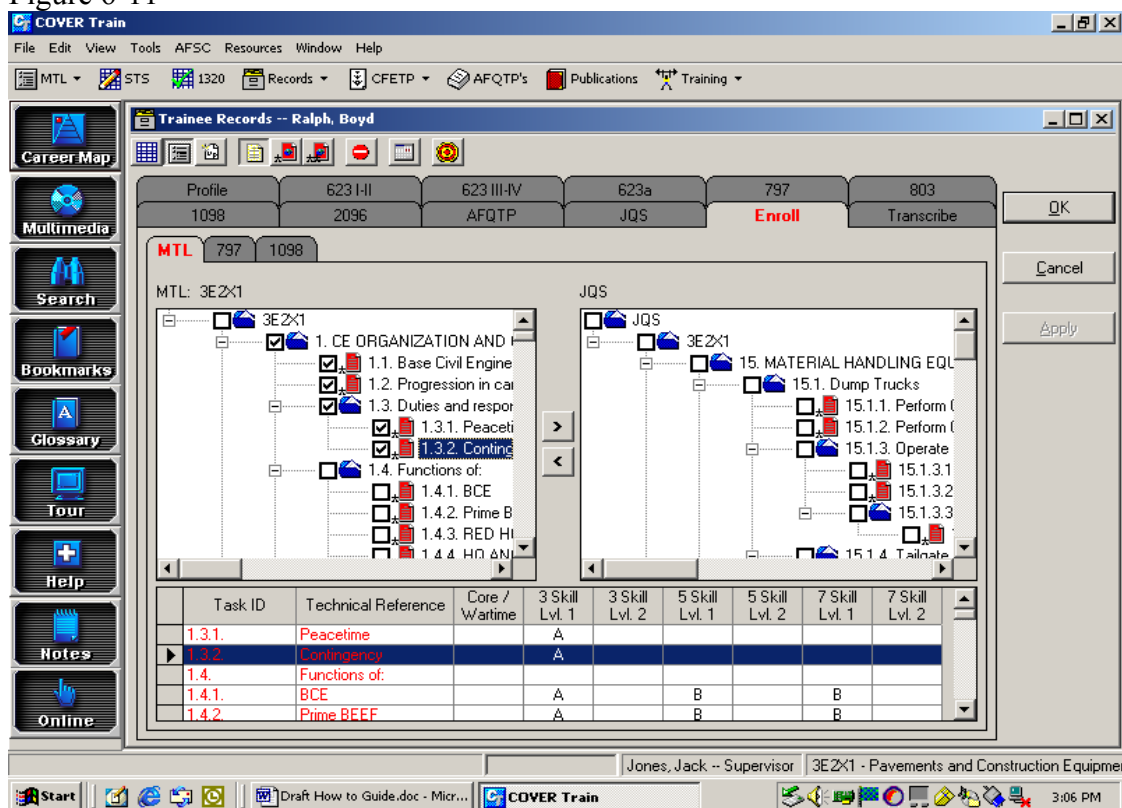
STEP-4. Select **Trainee** or **Trainer** box. Trainee or Trainer must type in User ID and Password. User ID will automatically show in trainee box.

STEP-5. Select **CerTest** box and type in User ID and Password to view calendar, select completion date and select OK.

6.3.10.1. Select **Decertify** box to decertify a trainee on task. Type in your user ID and password. You will be prompted to fill out a 623a on why trainee was decertified.

6.3.11. Enroll Tab


Figure 6-11




NOTE: You must be loaded as the individual's Supervisor, Immediate Supervisor or Temporary Supervisor in the Trainee profile screen to enroll trainee in tasks.


STEP-1. Select the **Enroll Tab**

STEP-2. Double-Click the **MTL** icon to display the AFS folder and task list built for your section.

 button to view calendar. Select due date and reminder days and Select OK.

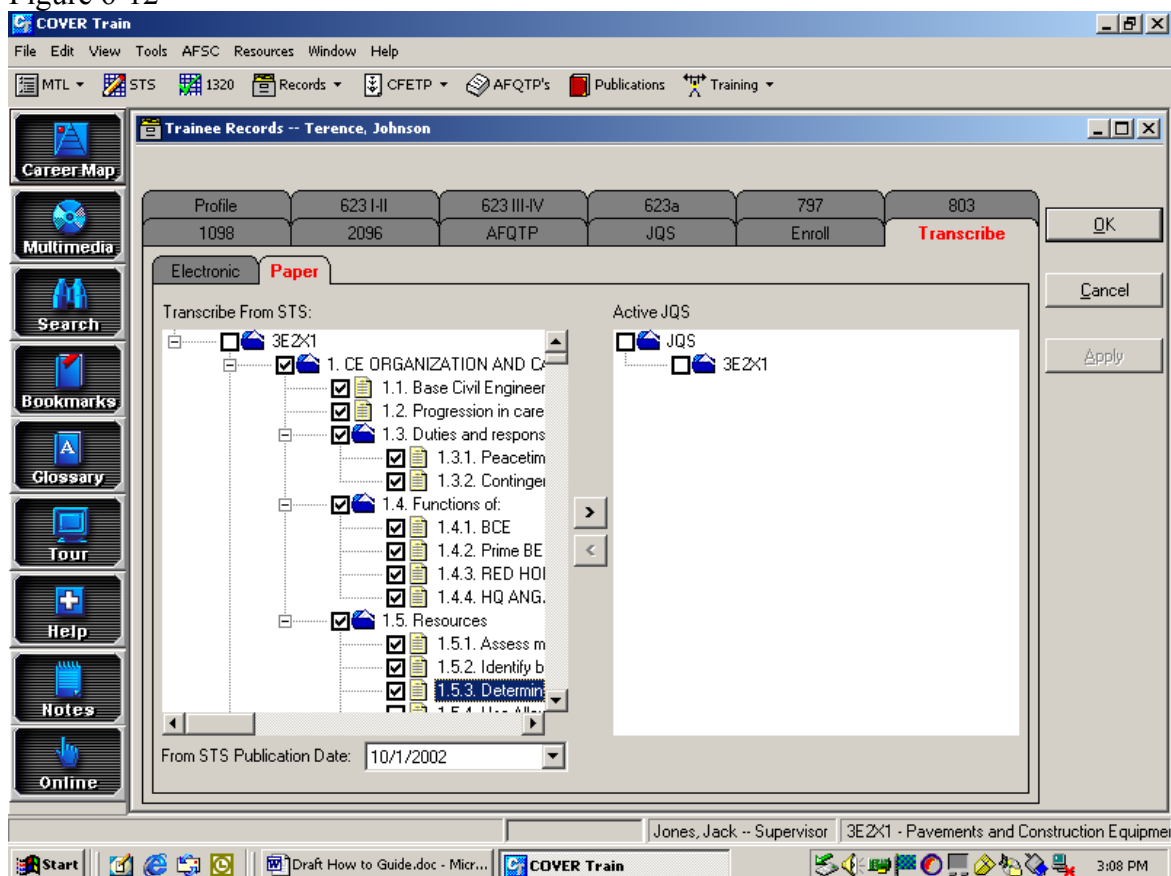
NOTE: This step applies a training start date to the task.

STEP-5. Select the 797 Tab and select task(s) that you wish to enroll a trainee in and select the  button to enroll the trainee.

STEP-6. Select the 1098 Tab and select task(s) that you wish to enroll a trainee in and select the  button to enroll the trainee.

6.3.12. Transcribing Records

Figure 6-12



6.3.12.1. Electronic. The electronic transcribe Tab allows you to transcribe from a current CFETP to a newly released CFETP with a touch of a button. This feature will be used when new CFETPs are released after the implementation of COVER Train. Instructions will be published at that time.

6.3.12.2. Paper. The paper transcribe is used when first inputting new users into COVER Train who already have a paper JQS. To transcribe from paper to COVER Train:

STEP-1. Select **Transcribe Tab**.

STEP-2. Select **Paper Tab**.

STEP-3. Select the **checkboxes** next to the tasks that you wish to transcribe.

STEP-4. Select the right arrow button to move those tasks into the new JQS. You will be prompted to insert a date.

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STEP-4a. On tasks that are part of your MTL leave the date selected and select OK.

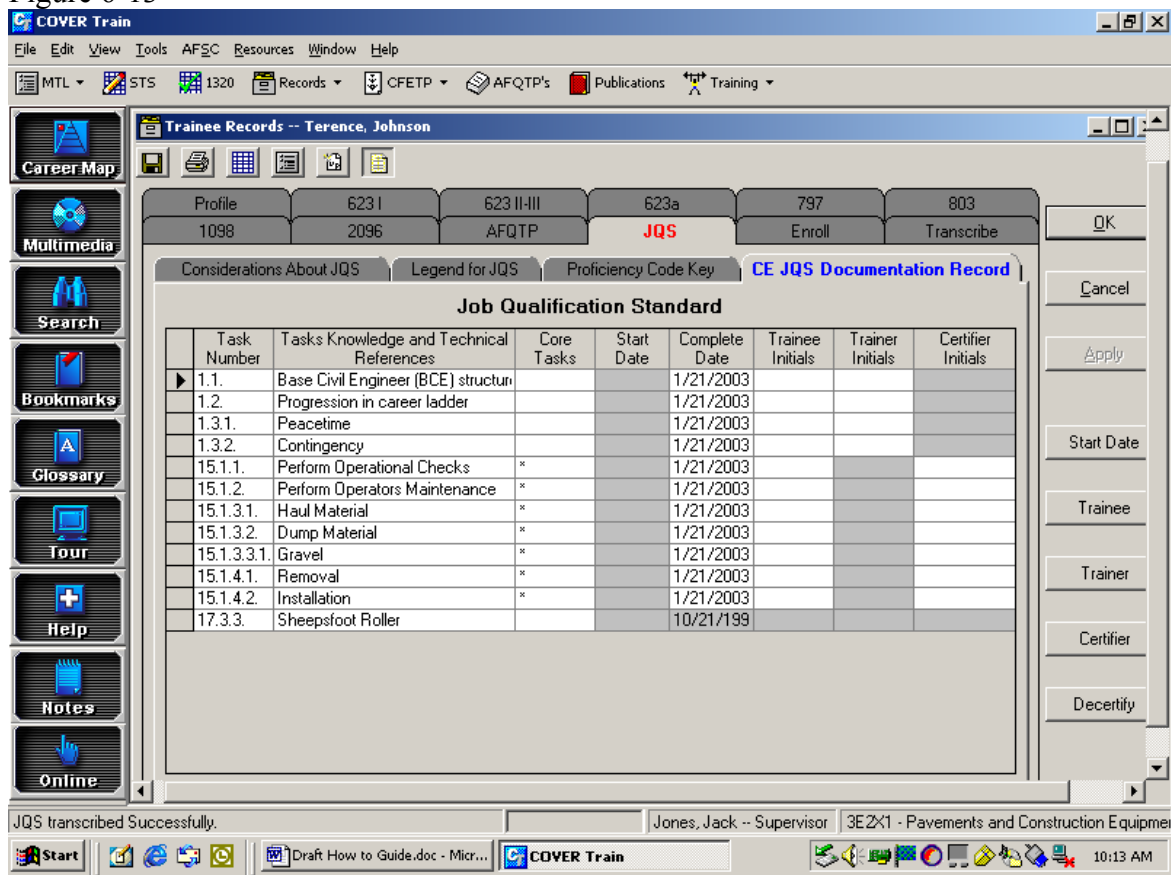
STEP-4b. On tasks that are not part of your MTL select the date that the trainee completed the task by scrolling back through the calendar and select OK. These tasks do not require signatures in the JQS per AFI 36-2201.

NOTE: To remove task(s) select the checkboxes in the active JQS and select the left arrow button.

STEP-5. Go to the JQS Tab to sign off tasks.

6.3.13. Document JQS on Transcribed Records

Figure 6-13



NOTE: Start date will be grayed out and is not required on transcribed task.

STEP-1. Select ► to select task to sign off. To select multiple task hold shift key down and select the last row of tasks or hold Ctrl key down and select on gray on each task to select non-consecutive tasks.

STEP-2. Select Trainee or Trainer or Certifier box. Trainee, Trainer or Certifier must type in User ID and Password. You must have appropriate access rights to sign off task. User ID will automatically show in trainee box.

NOTE: On tasks that are part of your MRL:

- Trainee and Trainer's initials are required on all non-core tasks
- Trainee and Certifier's initials are required on core/diamond tasks
- Do not sign off transcribed tasks that are not part of your MTL

6.3.14. Export Trainee Disk

NOTE: This step may be completed while logged in as a Supervisor or Immediate Supervisor.

STEP-1. Place a formatted 3.5 diskette in the disk drive.

STEP-2. Select **File** from the main screen tool bar and select **Export User Records**.

Figure 6-14

	Last Name	First Name	MI	Grade	Unit	AFSC	Access Level
▶	Boyd	Ralph		A1C	HQ AFCEA	3E2X1	Trainee
	Doe	John		SSgt	HQ AFCEA	3E2X1	Trainer
	Johnson	Terence		SSgt	HQ AFCEA	3E2X1	Immed. Supervisor
	Trainee	Three		A1C	HQ AFCEA	3E2X1	Trainee

STEP-3. Highlight trainee by selecting the gray box next to trainee's name.

STEP-4. Select Export User box to open the **Save As** dialog box.

STEP-5. Select the drop down arrow in the Save in: box and select directory or drive you would like to save record.

STEP-6. The filename will be automatically set to the trainee's last name + last four digits of their Social Security Number. **Do not change the filename.** Select **Save**.

6.3.15. Import User Records

STEP-1. Place disk with trainee records in the disk drive.

STEP-2. Select **File** from the main screen tool bar and select **Import User Records** to open the **Open** dialog box.

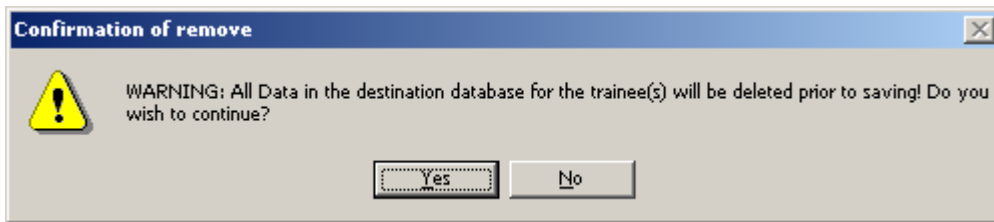
STEP-3. Look in the directory that the disk or file is loaded.

STEP-4. Highlight the file to select.

STEP-5. Select **Import User** box.

NOTE: Read warning. File will overwrite previous file.

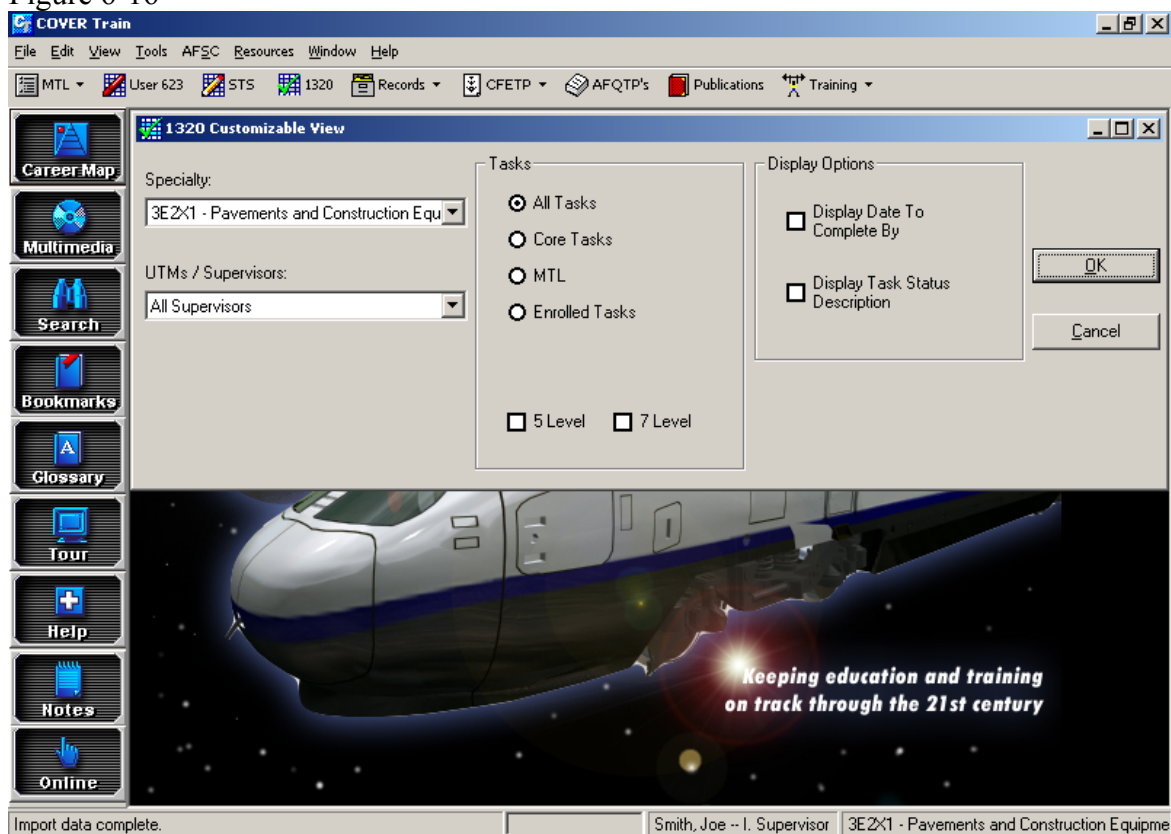
Figure 6-15



STEP-6. Select OK.

6.3.16. Develop / View Form 1320 (Training Chart)

Figure 6-16



6.3.16.1. The 1320 report provides a simple method for organizing training information about the job and the worker. You may specify people and tasks to customize your report. To create the report:

STEP-1. Select 1320 on the toolbar.

STEP-2. Adjust the report parameters according to your needs.

STEP-3. Select Advanced to review the tasks for a specific trainee.

STEP-4. Select OK to run the report. When the report displays, you may rollover each symbol to see the task name and status.

NOTE: After loading your shop's trainees and enrolling them in their JQS, their names automatically appear on the 1320 Form. Start and completion training dates will also be posted in the appropriate fields.

6.3.17. Initiate Upgrade Actions Using Form 2096

NOTE: This form is used to track upgrade information on trainee for unit information only. Ensure all training requirements have been completed in accordance with the CFETP. For official upgrade actions follow your servicing Military Personnel Flight guidance.

Figure 6-17

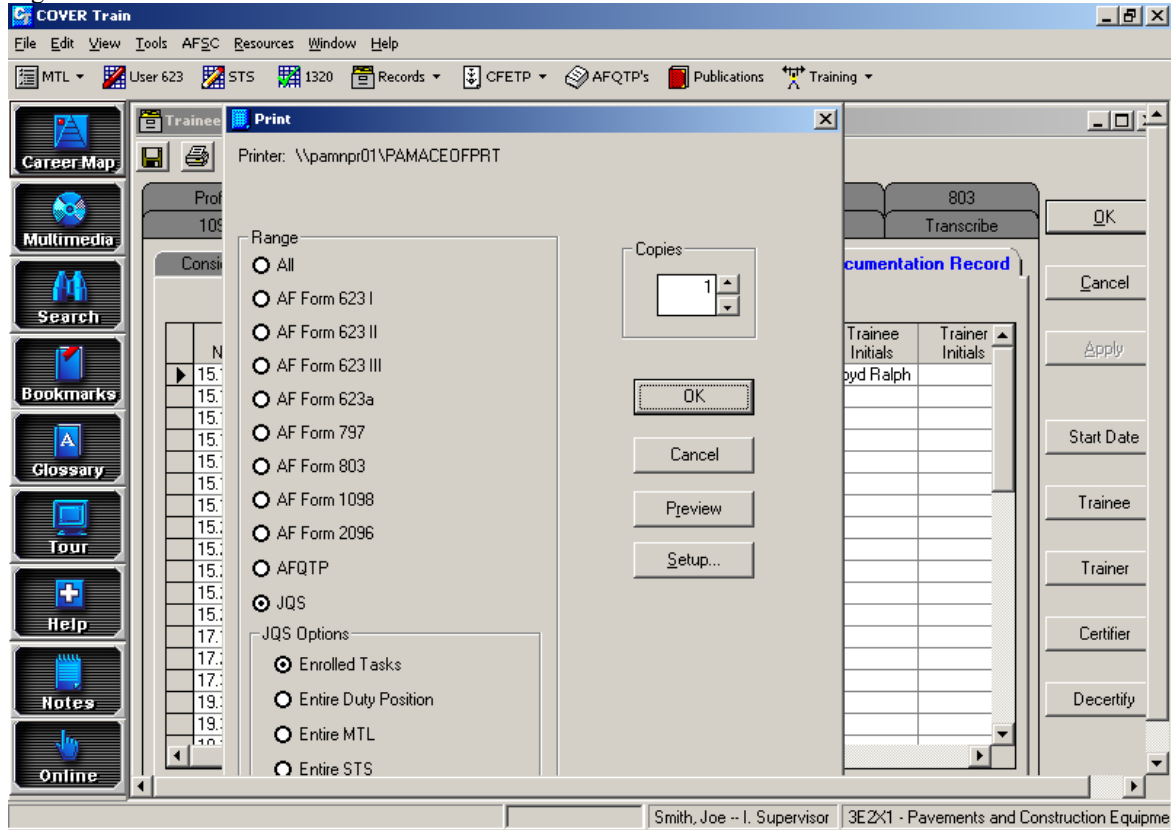
The screenshot displays the COVER Train application window. The title bar reads "COVER Train". The menu bar includes File, Edit, View, Tools, AFSC, Resources, Window, and Help. The toolbar shows icons for MTL, User 623, STS, 1320, Records, CFETP, AFQTP's, Publications, and Training. The main window is titled "Trainee Records -- Ralph, Boyd". On the left is a vertical toolbar with icons for Career Map, Multimedia, Search, Bookmarks, Glossary, Tour, Help, Notes, and Online. The main content area shows a tabbed interface with tabs for Profile, 623 I, 623 II-III, 623a, 797, and 803. The 2096 tab is selected and highlighted in red. Below the tabs are buttons for AFQTP, JQS, Enroll, and Transcribe. The form is divided into sections: "Individual Identification" with fields for Last Name (Boyd), First Name (Ralph), MI, Grade (A1C), SSN (*****0005), and Unit (HQ AFCEA); and "PERSONNEL DATA CHANGES" which includes "AFSC INFORMATION" and "OJT INFORMATION". The AFSC section has fields for Award AFSC (3E231), As AFSC, Effective, Redesignate, PAFSC From, To, CAFSC From, To, and Effective. The OJT section has fields for Effective, Enter/Continue AFSC, Withdraw AFSC, Completed AFSC, Date Initially Entered RETNG, and Directed Duty AFSC. The bottom status bar shows "Smith, Joe -- I. Supervisor" and "3E2X1 - Pavements and Construction Equipme". The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock at 12:50 PM.

STEP-1. Open the trainee's records and select the **2096** Tab.

STEP-2. Complete all appropriate fields.

6.3.18. Print Records

Figure 6-18



6.3.17.1. From the **Print** dialog, you may select to print a single form or all forms. To print records:

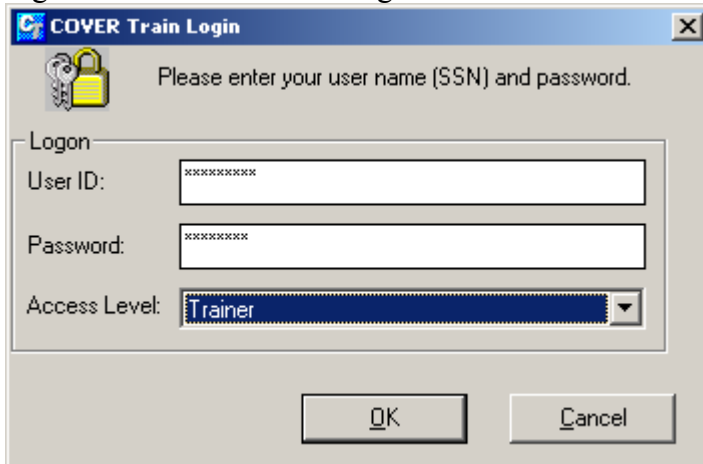
- STEP-1. Select the **Print** button at the top left corner of the screen.
- STEP-2. Select form or all.
- STEP-3. Select **OK** to print or **Preview** to view form.

Chapter 7

Trainer Functions

7.1. Perform Login Function

Figure 7-1 COVER Train Login screen

The image shows a Windows-style dialog box titled "COVER Train Login". It features a blue title bar with a close button (X) in the top right corner. Below the title bar, there is a yellow padlock icon and the text "Please enter your user name (SSN) and password." The main area of the dialog box is labeled "Ligon" and contains three input fields: "User ID:" with a text box containing "XXXXXXXX", "Password:" with a text box containing "XXXXXXXX", and "Access Level:" with a drop-down menu showing "Trainer". At the bottom of the dialog box, there are two buttons: "OK" and "Cancel".

STEP-1. Double click on COVER Train icon on your desktop.

STEP-2. Enter your Social Security Number in the **User ID** field in the **Login** box.

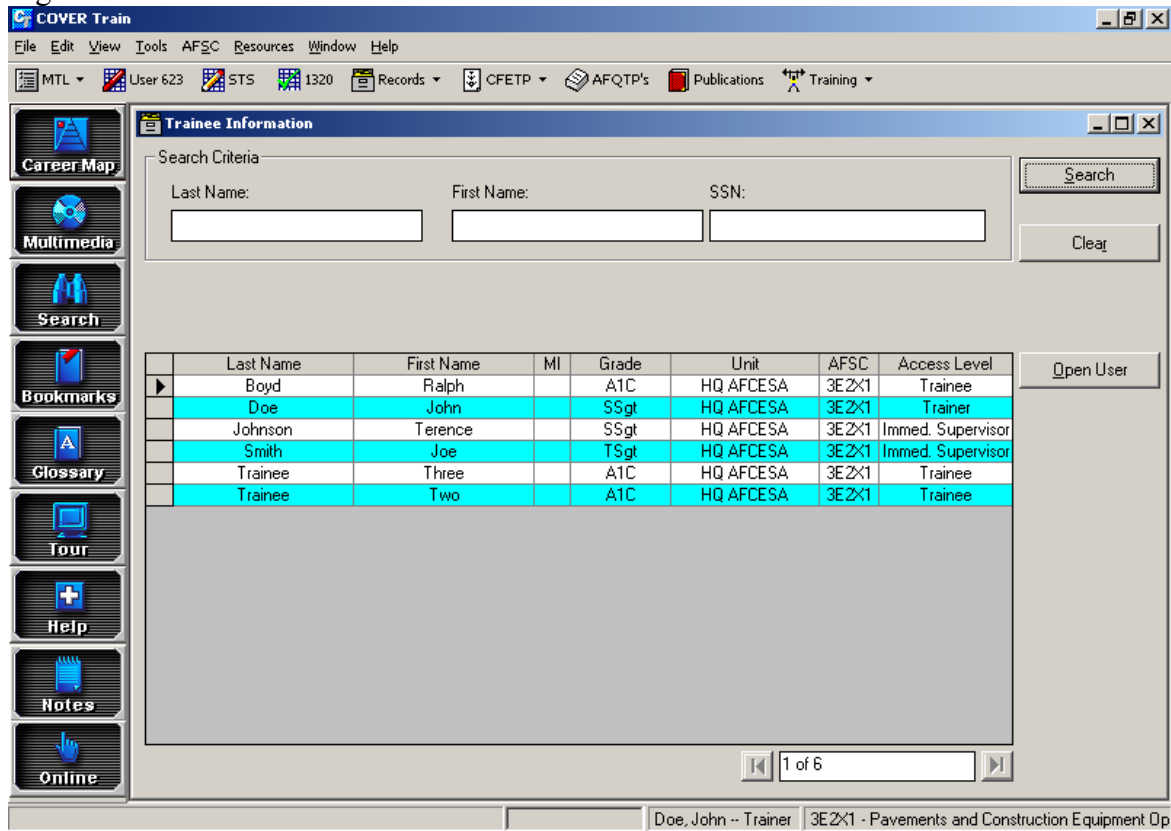
STEP-3. Enter your **Password**.

STEP-4. Select **Trainer** from the **Access Level** drop-down list.

STEP-5. Select **OK** to open COVER Train.

7.2. Open Trainee Records

Figure 7-2



STEP-1. Select **Records** from the main tool bar to view drop-down options and select **Trainee** to open the **Trainee Records** screen

STEP-2. There are two options to search for a trainee:

STEP-2a. Select **Search** to scroll through all trainees.

STEP-2b. Enter trainee's last name in the **Last Name** field and select **Search**.

STEP-3. Select the  button next to the relevant trainee's record.

STEP-4. Select **Open Trainee** to open the Trainee Records screen.

7.3. Document Task Evaluation Using Form 803

Figure 7-3

The screenshot shows the COVER Train software interface. The main window is titled "Trainee Records -- Ralph, Boyd". It contains a "REPORT OF TASK EVALUATIONS" form. The form has several tabs at the top: 1098 Profile, 2096 623 I-II, AFQTP 623 III-IV, JQS 623a, Enroll 797, and Transcribe 803. The "Transcribe 803" tab is selected. The form fields are as follows:

Last Name:	First Name:	MI:	Grade/Rank:	AFSC:
Boyd	Ralph		A1C	3E2X1

Below the form fields, there is a section for "JQS Task Items Evaluated:" with a list of tasks:

- 15.1. Dump Trucks
- 15.1.1. Perform Operational Checks
- 15.1.2. Perform Operator Maintenance

There is a "Remarks:" section with the text: "A1C Boyd satisfactory demonstrated the above tasks."

At the bottom of the form, there is a "Signature:" section with the name "Jones Jack MSgt".

The form also has a "Remarks:" section with radio buttons for "Satisfactory" (selected) and "Unsatisfactory".

The form is titled "REPORT OF TASK EVALUATIONS" and has a "Transcribe" button labeled "803".

STEP-1. Select **803 Tab**.

STEP-2. Type in tasks evaluated in JQS Task Items Evaluated box.

STEP-3. Select **satisfactory** or **unsatisfactory**.

STEP-4. Type in remarks in the Remarks box.

STEP-5. Select **Signature** box and type in User ID and Password.

7.4. Update Trainee JQS

Figure 7-4

COVER Train

File Edit View Tools AFSC Resources Window Help

MTL User 623 STS 1320 Records CFETP AFQTP's Publications Training

Trainee Records -- Ralph, Boyd

Profile 623 I 623 II-III 623a 797 803

1098 2096 AFQTP **JQS**

Considerations About JQS Legend for JQS Proficiency Code Key **CE JQS Documentation Record**

Job Qualification Standard

Task Number	Tasks Knowledge and Technical References	Core Tasks	Start Date	Complete Date	Trainee Initials	Trainer Initials	Certifier Initials
15.1.1.	Perform Operational Checks	*	1/16/2003		Boyd Ralph		
15.1.2.	Perform Operators Maintenance	*	1/16/2003				
15.1.3.1.	Haul Material	*	1/16/2003				
15.1.3.2.	Dump Material	*	1/16/2003				
15.1.3.3.1.	Gravel	*	1/16/2003				
15.1.4.1.	Removal	*	1/16/2003				
15.1.4.2.	Installation	*	1/16/2003				
15.2.1.	Perform Operational Checks	*					
15.2.2.	Perform Operators Maintenance	*					
15.2.3.1.	Load Gravel into dump truck	*					
15.2.4.1.	Load/Unload Material	*					
15.2.4.2.	Transport Material	*					
17.1.	Perform Operational Checks	*					
17.2.	Perform Operators Maintenance	*					
17.3.4.	Steel Wheel Vibratory Roller	*					
19.3.1.	Perform Operational Checks	*					
19.3.2.	Perform Operator Maintenance	*					
19.3.4.	Change Brooms	*					
19.3.5.	Change Wearing Surfaces	*					

OK Cancel Apply

Trainee Trainer Certifier

Doe, John -- Trainer 3E2X1 - Pavements and Construction Equipment Op

STEP-1. Select **JQS Tab**. Tasks will show only if trainee is enrolled in a task from Enroll Tab, transcribed from the Transcribe Tab or given a duty position from the Profile screen.

STEP-2. Select ► next to task row to highlight task. To select multiple tasks hold shift key down and select the gray box next to the last row of tasks. To select non-consecutive tasks hold Ctrl key down and select on gray box on each task.

STEP-3. Select on **Start Date** to view calendar and select start date. Start date will be already inserted if trainee is enrolled in task from Enroll Tab.

STEP-4. Select **Trainer** box to initial task. Type in your User ID and Password. Trainee must initial task before trainer. AFQTP task must be initialed on core task prior to JQS.

NOTE: You must have appropriate access rights to initial/decertify a task. User ID will automatically show in trainee box.

7.4.1. Select **Decertify** box to decertify a trainee on a task. Type in your user ID and password. You will be prompted to fill out a 623a on why trainee was decertified.

7.5. AFQTP

Figure 7-5

COVER Train
File Edit View Tools AFSC Resources Window Help

MTL User 623 STS 1320 Records CFETP AFQTP's Publications Training

Trainee Records -- Ralph, Boyd

Profile 623 I 623 II-III 623a 797 803
1098 2096 **AFQTP** JQS

AFQTP Documentation Record

Task Number	Tasks, Knowledge, and Technical References	CerTest #	Core Task	Start Date	Complete Date	Trainee Initials	Trainer Initials	CerTest Complete
15.1.1.	Perform Operational Checks	8245	*	7/16/200	1/16/200	Boyd Ral	Doe John	1/21/2003
15.1.2.	Perform Operators Maintenance		*	7/16/200	1/16/200	Boyd Ral	Doe John	
15.1.3.1.	Haul Material		*	7/16/200	1/16/200	Boyd Ral	Doe John	
15.1.3.2.	Dump Material		*	7/16/200	1/16/200	Boyd Ral	Doe John	
15.1.3.3.1	Gravel		*	7/16/200	1/16/200	Boyd Ral	Doe John	
15.1.4.1.	Removal	8175	*					
15.1.4.2.	Installation	8175	*	7/16/200	1/16/200	Boyd Ral	Doe John	9/27/2002
15.2.1.	Perform Operational Checks		*					
15.2.2.	Perform Operators Maintenance		*					
15.2.3.1.	Load Gravel into dump truck		*					
15.2.4.1.	Load/Unload Material		*					
15.2.4.2.	Transport Material		*					
17.1.	Perform Operational Checks		*					
17.2.	Perform Operators Maintenance		*					
17.3.4.	Steel Wheel Vibratory Roller		*					
19.3.1.	Perform Operational Checks		*					
19.3.2.	Perform Operator Maintenance		*					
19.3.4.	Change Brooms		*					
19.3.5.	Change Wearing Surfaces		*					
19.3.6.1.	Hood		*					
19.3.6.2.	Broom		*					

Doe, John -- Trainer 3E2X1 - Pavements and Construction Equipment Op

STEP-1. Select on **AFQTP Tab**. Tasks will be shown only if trainee is enrolled in a core task from enroll Tab or trainee is given a duty position from the Profile screen.

STEP-2. Select in box or select ► to highlight task. To select multiple task hold shift key down and select the last row of tasks or hold Ctrl key down and select on gray box on each task row to select non-consecutive tasks.

STEP-3. Select on **Start Date** to view calendar and select start date.

STEP-4. Select **Trainer** box. Type in your User ID and Password. User ID will automatically show in trainee box.

STEP-5. Select **CerTest** box and type in User ID and Password to view calendar, select completion date and select OK.

7.5.1. Select **Decertify** box to decertify a trainee on task. Type in your user ID and password. You will be prompted to fill out a 623a on why trainee was decertified.

7.6. 797 Tab.

Figure 7-6

STEP-1. Select **797 Tab**. Tasks will show only if trainee is enrolled in a task from Enroll Tab.

STEP-2. Select ► next to task row to highlight task. To select multiple tasks hold shift key down and select the gray box next to the last row of tasks. To select non-consecutive tasks hold Ctrl key down and select on gray box on each task.

STEP-3. Select start date (Calendar selection) and input date task started.

STEP-4. Select Trainer box and input your User ID and Password to initial task or tasks.

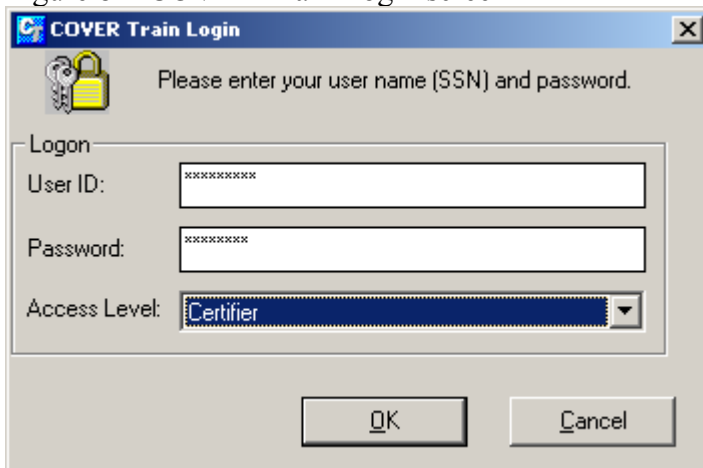
7.6.1. Select Decertify to decertify Trainee on task. You will be prompted to record reason for decertification on a 623a.

Chapter 8

CERTIFIER FUNCTIONS

8.1. Perform Login Function

Figure 8-1 COVER Train Login screen

The image shows a Windows-style dialog box titled "COVER Train Login". It contains a yellow padlock icon and the text "Please enter your user name (SSN) and password." Below this, there is a "Logon" section with three fields: "User ID:" with a text box containing "xxxxxxx", "Password:" with a text box containing "xxxxxxx", and "Access Level:" with a drop-down menu showing "Certifier". At the bottom are "OK" and "Cancel" buttons.

COVER Train Login

Please enter your user name (SSN) and password.

Logon

User ID: xxxxxxx

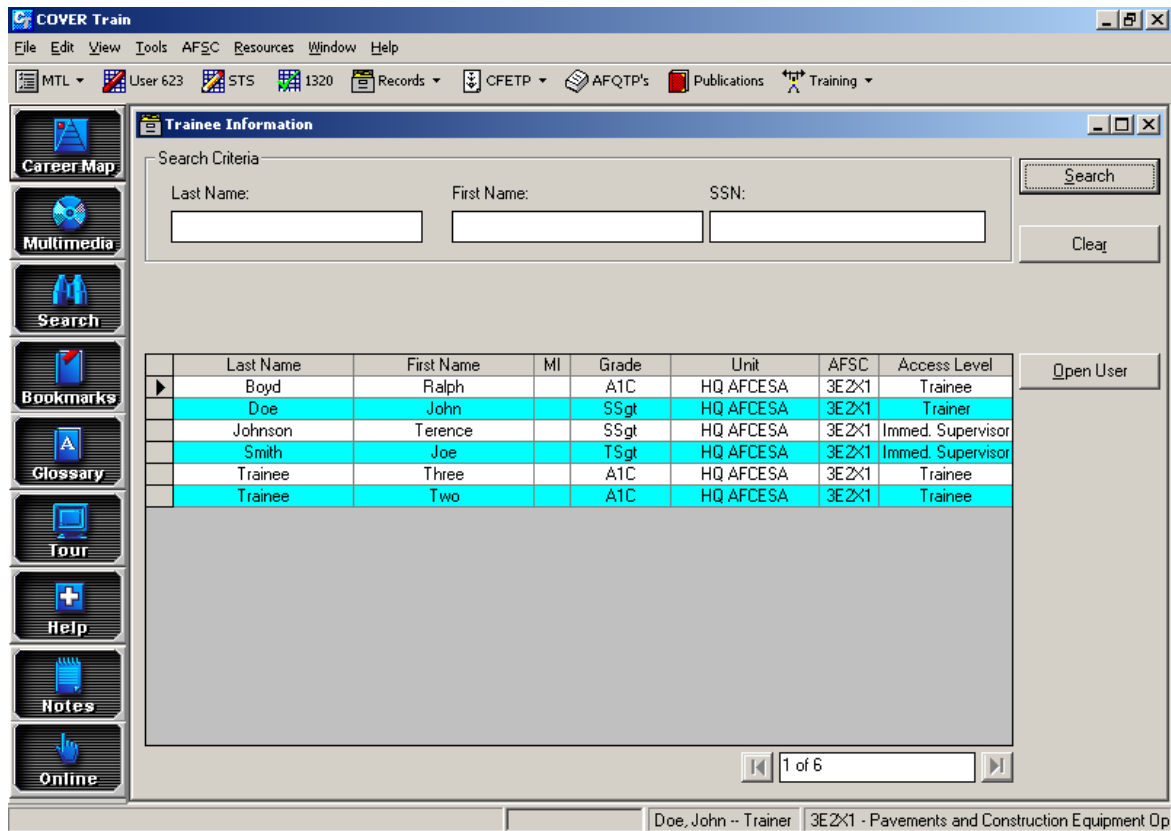
Password: xxxxxxx

Access Level: Certifier

OK Cancel

- STEP-1. Double click on COVER Train icon on your desktop.
- STEP-2. Enter your Social Security Number in the **User ID** field in the **Login** box.
- STEP-3. Enter your **Password**.
- STEP-4. Select **Certifier** from the **Access Level** drop-down list.
- STEP-5. Select **OK** to open COVER Train.

8.2. Open Trainee Records




STEP-1. Select **Records** from the main tool bar to view drop-down options and select **Trainee** to open the **Trainee Records** screen

STEP-2. There are two options to search for a trainee:

STEP-2a. Select **Search** to scroll through all trainees.

STEP-2b. Enter trainee's last name in the **Last Name** field and select **Search**.

STEP-3. Select the  button next to the relevant trainee's record.

STEP-4. Select **Open Trainee** to open the Trainee Records screen.

8.3. Document Task Evaluation Using Form 803

COVER Train
File Edit View Tools AFSC Resources Window Help

MTL User 623 STS 1320 Records CFETP AFQTP's Publications Training

Trainee Records -- Ralph, Boyd

1098	2096	AFQTP	JQS	Enroll	Transcribe
Profile	623 I-II	623 III-IV	623a	797	803

REPORT OF TASK EVALUATIONS

Last Name: Boyd First Name: Ralph MI: Grade/Rank: A1C AFSC: 3E2X1

JQS Task Items Evaluated: ☒ In UGT

15.1. Dump Trucks
15.1.1. Perform Operational Checks
15.1.2. Perform Operator Maintenance

Remarks: ☒ Satisfactory ☐ Unsatisfactory

Remarks:
A1C Boyd satisfactory demonstrated the above tasks.

Date: 1/16/2003 2:49:03 PM Evaluator: Jones Jack MSgt Signature: Jones Jack MSgt

Delete Add Page 1 of 1

Start COVER Train Draft How to Guide.doc - Micr... 2:49 PM

STEP-1. Select **803 Tab**.

STEP-2. Type in tasks evaluated in JQS Task Items Evaluated box.

STEP-3. Select **satisfactory** or **unsatisfactory**.

STEP-4. Type in remarks in the Remarks box.

STEP-5. Select **Signature** box and type in User ID and Password.

8.4. Update Trainee JQS

COVER Train
File Edit View Tools AFSC Resources Window Help

MTL User 623 STS 1320 Records CFETP AFQTP's Publications Training

Trainee Records -- Ralph, Boyd

Profile 623 I 623 II-III 623a 797 803
1098 2096 AFQTP **JQS**

Considerations About JQS Legend for JQS Proficiency Code Key **CE JQS Documentation Record**

Job Qualification Standard

Task Number	Tasks Knowledge and Technical References	Core Tasks	Start Date	Complete Date	Trainee Initials	Trainer Initials	Certifier Initials
▶ 15.1.1.	Perform Operational Checks	*	1/16/2003		Boyd Ralp		
15.1.2.	Perform Operators Maintenance	*	1/16/2003				
15.1.3.1.	Haul Material	*	1/16/2003				
15.1.3.2.	Dump Material	*	1/16/2003				
15.1.3.3.1.	Gravel	*	1/16/2003				
15.1.4.1.	Removal	*	1/16/2003				
15.1.4.2.	Installation	*	1/16/2003				
15.2.1.	Perform Operational Checks	*					
15.2.2.	Perform Operators Maintenance	*					
15.2.3.1.	Load Gravel into dump truck	*					
15.2.4.1.	Load/Unload Material	*					
15.2.4.2.	Transport Material	*					
17.1.	Perform Operational Checks	*					
17.2.	Perform Operators Maintenance	*					
17.3.4.	Steel Wheel Vibratory Roller	*					
19.3.1.	Perform Operational Checks	*					
19.3.2.	Perform Operator Maintenance	*					
19.3.4.	Change Brooms	*					
19.3.5.	Change Working Surfaces	*					

OK Cancel Apply

Trainee Trainer Certifier

Doe, John -- Trainer 3E2X1 - Pavements and Construction Equipment Op

STEP-1. Select **JQS Tab**. Tasks will show only if trainee is enrolled in a task from Enroll Tab, transcribed from the Transcribe Tab or given a duty position from the Profile screen.

STEP-2. Select ▶ next to task row to highlight task. To select multiple tasks hold shift key down and select the gray box next to the last row of tasks. To select non-consecutive tasks hold Ctrl key down and select on gray box on each task.

STEP-3. Select on **Start Date** to view calendar and select start date. Start date will be already inserted if trainee is enrolled in task from Enroll Tab.

STEP-4. Select **Certifier** box to initial task. Type in your User ID and Password. Trainee and Trainer must initial task before Certifier. AFQTP task must be initialed on core task prior to JQS.

NOTE: You must have appropriate access rights to initial/decertify a task. User ID will automatically show in trainee box.

8.4.1. Select **Decertify** box to decertify a trainee on a task. Type in your user ID and password. You will be prompted to fill out a 623a on why trainee was decertified.

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8.5. 1098 Tab

COVER Train
 File Edit View Tools AFSC Resources Window Help

MTL STS 1320 Records CFETP AFQTP's Publications Training

Trainee Records -- Ralph, Boyd

Profile 623 I-II 623 III-IV 623a 797 803
 1098 2096 AFQTP JQS Enroll Transcribe

SPECIAL TASK CERTIFICATION AND RECURRING TRAINING

Unit Office Symbol	Task, or Recurring Training and Technical	Date Completed	Certifier Initials	Trainee Initials	Score or Hours	Type	Frequency	Due Date
CEOH	Snow Removal Orier	1/16/2003	SMITH JOE TSGT	BOYD RALPH	40		Annual	10/18/2003
CEOH	Dump Truck Tailgate	1/16/2003	JONES JACK MSG	BOYD RALPH	8		3 Years	9/30/2005

OK Cancel Apply Due Date Trainee Certifier Decertify Delete

Jones, Jack -- Supervisor 3E2X1 - Pavements and Construction Equipme

STEP-1. Select **1098 Tab**. Tasks will be shown only after 1098 is created in Create MTL and trainee is enrolled in the 1098 task from the Enroll Tab.

STEP-2. Double click on due date box to view calendar. Select due date for task.

STEP-3. Double click on trainee's initial box on the recurring task completed. Have trainee input password.

STEP-4. Double click on certifier box. Have certifier input user ID and password. Date complete will insert automatically after trainee and certifiers initials.

STEP-5. Input Unit Office Symbol, Score or Hours and Type fields.

STEP-6. Double click on the due date box to view calendar and reset the due date.

8.6. 797 Tab.

The screenshot shows the COVER Train application window. The title bar reads "COVER Train". The menu bar includes File, Edit, View, Tools, AFSC, Resources, Window, and Help. The toolbar contains icons for MTL, User 623, STS, 1320, Records, CFETP, AFQTP's, Publications, and Training. The left sidebar has buttons for Career Map, Multimedia, Search, Bookmarks, Glossary, Tour, Help, Notes, and Online. The main window is titled "Trainee Records -- Ralph, Boyd". It features a tabbed interface with tabs for 1098, 2096, AFQTP, JQS, Enroll, and Transcribe. The "Enroll" tab is active, showing a "797" label. Below the tabs is a table titled "JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS". The table has columns for Tasks Knowledge and Technical References, Critical Task, Start Date, Complete Date, Trainee Initials, Trainer Initials, and Certifier Initials. Two rows are visible: "Install Snow Fence" and "Install Snow Markers". To the right of the table are buttons for OK, Cancel, Apply, Start Date, Trainee, Trainer, Certifier, Decertify, and Delete. The status bar at the bottom shows "Smith, Joe -- I. Supervisor" and "3E2X1 - Pavements and Construction Equipme".

Tasks Knowledge and Technical References	Critical Task	Start Date	Complete Date	Trainee Initials	Trainer Initials	Certifier Initials
Install Snow Fence	N/A	9/16/2002	1/16/2003	Boyd Ralph	Smith Joe T	
Install Snow Markers	N/A	9/16/2002	1/16/2003	Boyd Ralph	Smith Joe T	

STEP-1. Select **797 Tab**.

STEP-2. Select ► next to task row to highlight task. To select multiple tasks hold shift key down and select the gray box next to the last row of tasks. To select non-consecutive tasks hold Ctrl key down and select on gray box on each task.

STEP-3. Select start date (Calendar selection) and input date task started.

STEP-4. Select Certifier box and input your User ID and Password to initial task or tasks.

8.6.1. Select Decertify to decertify Trainee on task. You will be prompted to record reason for decertification on a 623a.

Chapter 9

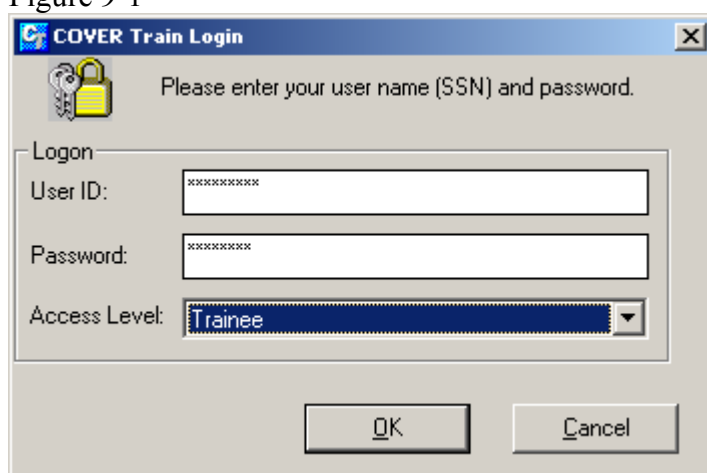
TRAINEE FUNCTIONS

9.1. Load COVER Train

9.1.1. Ask UTM for a copy of the **Trainee** disk. Follow Chapter 2 procedures to load COVER Train on a home computer.

9.2. Perform Login Function

Figure 9-1



STEP-1. Double click on COVER Train icon on your desktop.

STEP-2. Enter your Social Security Number in the **User ID** field in the **Login** box.

STEP-3. Enter your **Password**.

STEP-4. Select **Trainee** from the **Access Level** drop-down list.

STEP-5. Select **OK** to open COVER Train.

9.3. Update Data From Student Disk

STEP-1. Login to COVER Train.

STEP-2. Insert formatted 3.5 diskette is in the disk drive.

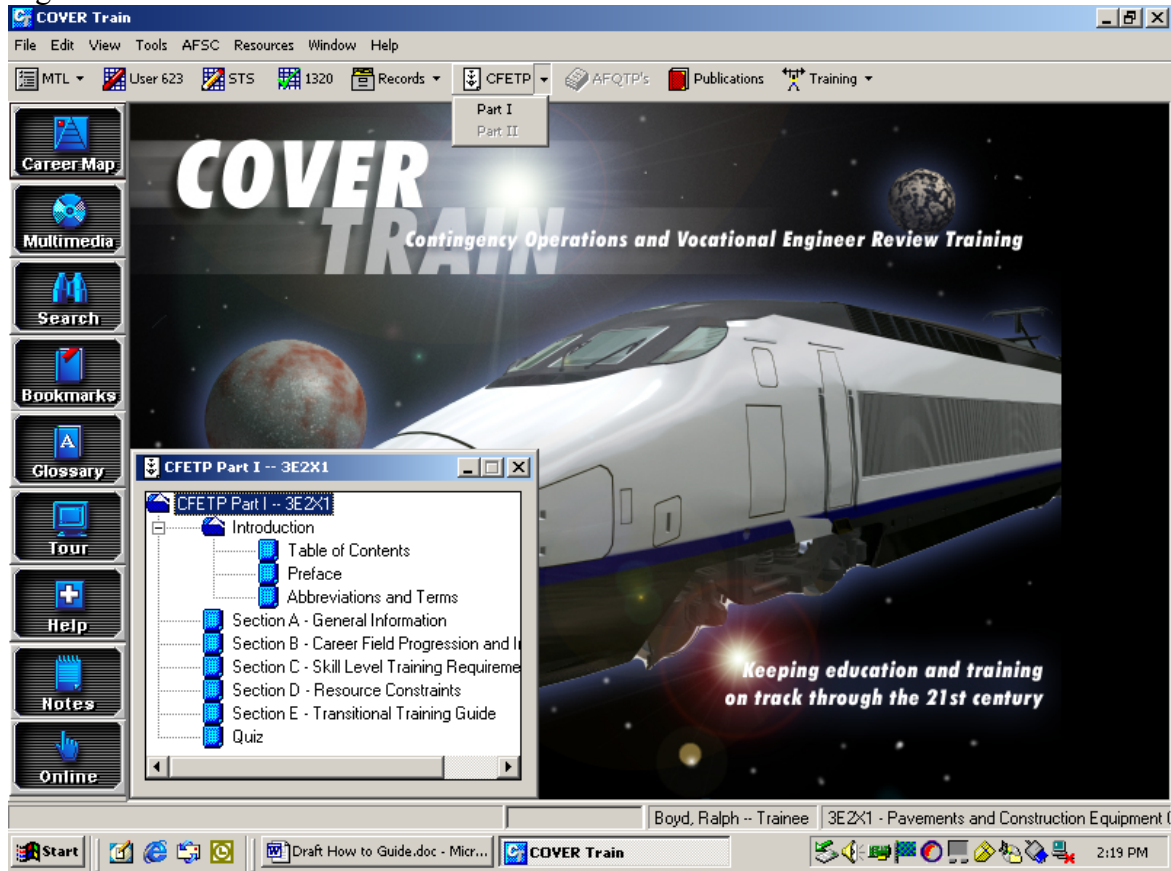
STEP-3. From the menu bar on the main screen, select **Import User Records**.

STEP-4. Select your records and select OK.

9.4. Review CFETP Part I

NOTE: Some key areas (References and AFQTPs) **will not unlock** until you complete the next two steps.

Figure 9-2



STEP-1. Click on the **CFETP** drop-down button from the tool bar on the main screen.

STEP-2. Select **Part I** to open the CFETP Part I screen.

STEP-3. Read the Introduction and Sections A – E.

STEP-4. Take the Quiz.

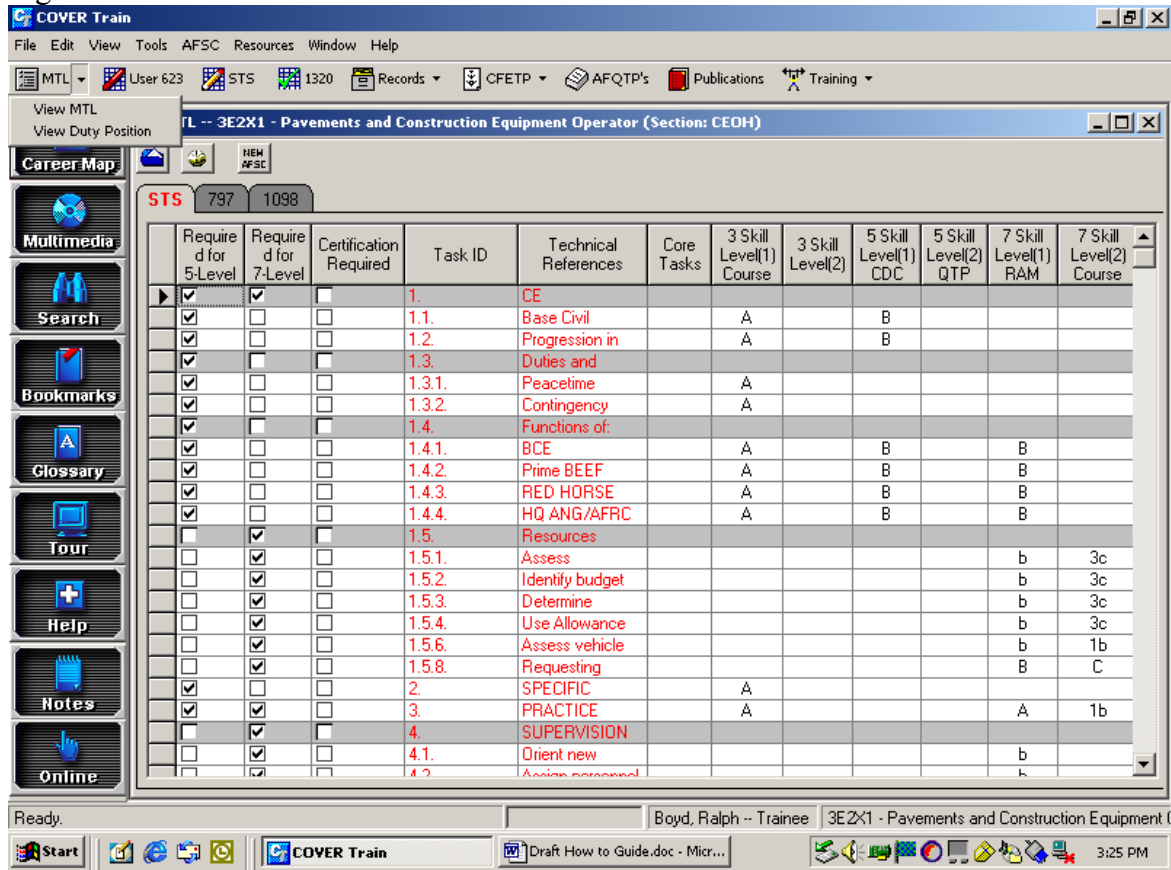
NOTE: You must correctly answer at least 12 of 16 questions to proceed.

COVER Train

Keeping Education & Training on-track throughout the 21st Century

9.5. View MTL and Duty Position

Figure 9-3



9.5.1. To view your sections Master Task List (MTL) or Duty Position select MTL:

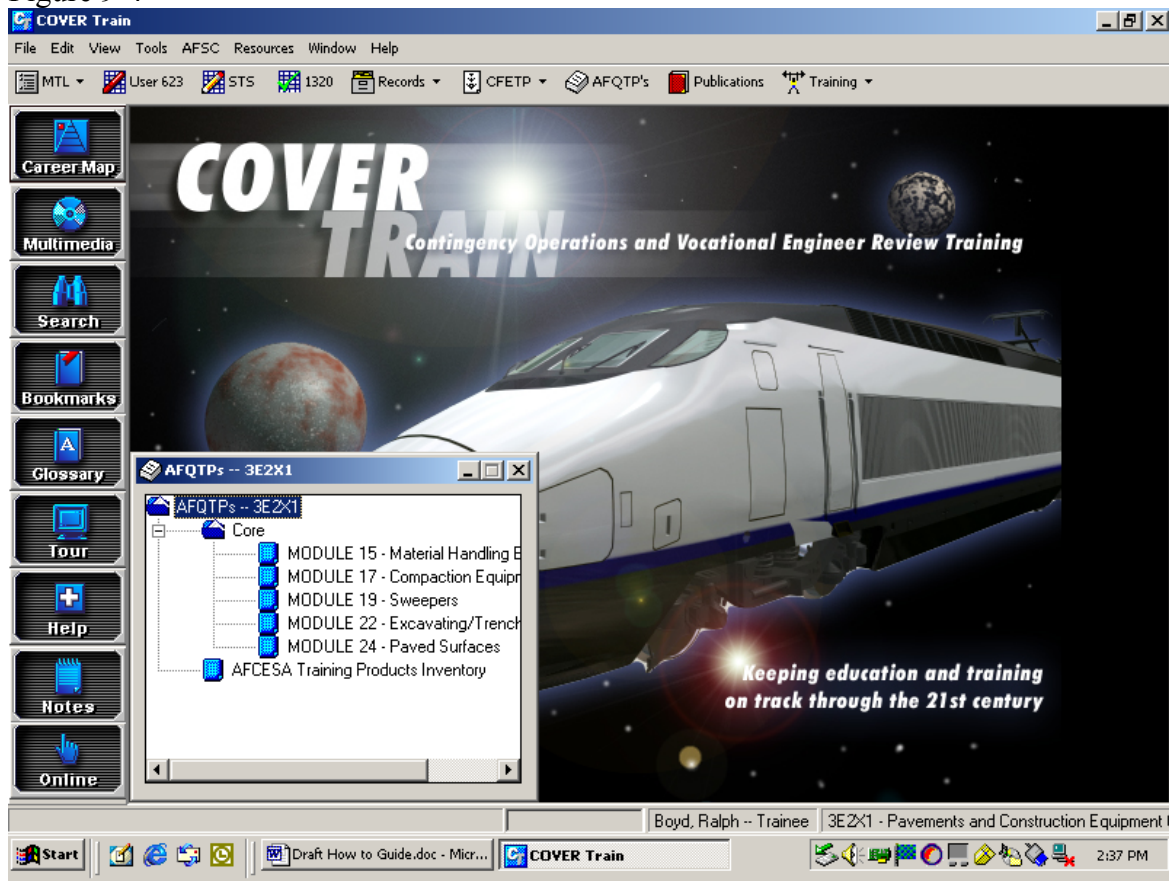
STEP-1. Select MTL or Duty Position from the tool bar on the main screen.

9.5.2. The MTL identifies all tasks that are accomplished at your duty location.

9.5.3. The Duty Position identifies all tasks required by your supervisor to accomplish your job.

9.6. Access AFQTPs

Figure 9-4



9.6.1. To access AF Qualification and Training Packages:

STEP-1. Select **AFQTP** on the main screen tool bar to view AFQTP screen.

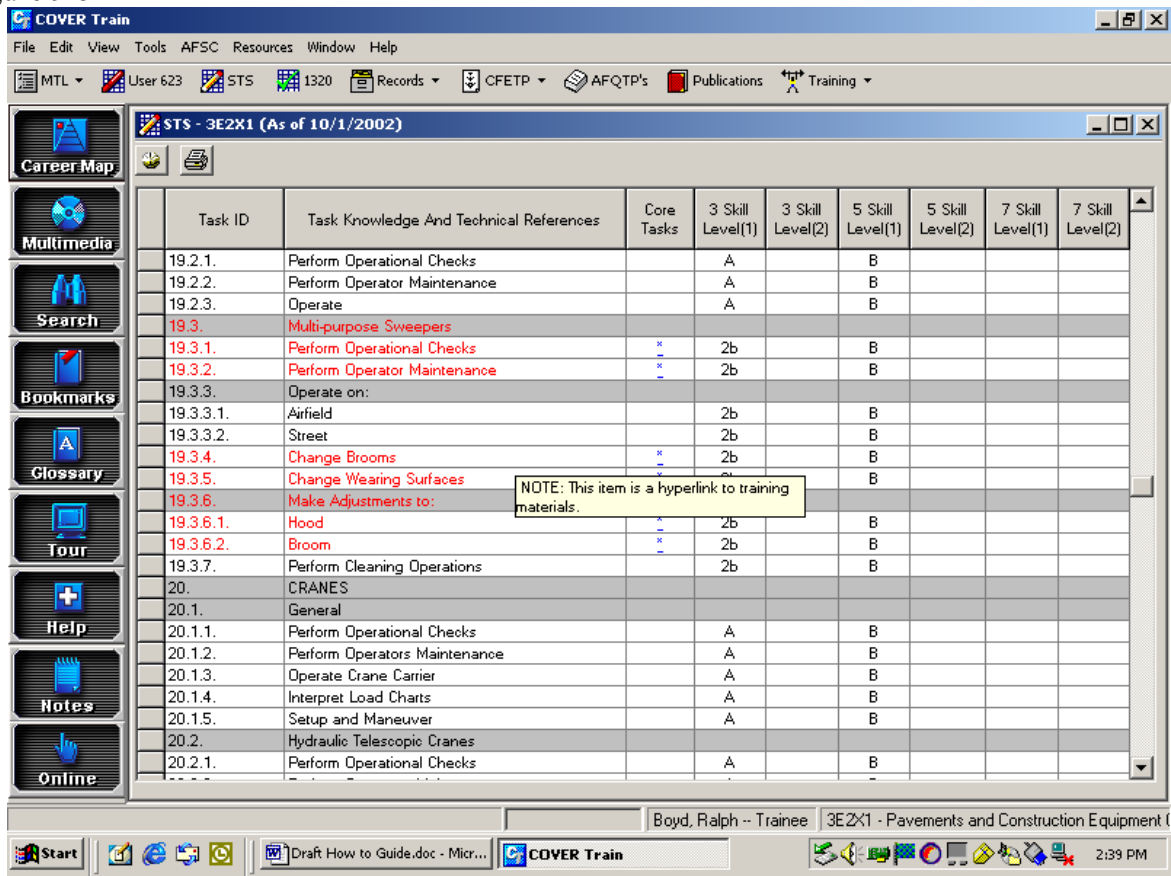
STEP-2. Select the module desired by pointing to and double clicking the item. This action launches the QTP in a read-only format.

9.6.2. Highlight or copy various items and paste notes on a text pad using the Notes function.

NOTE: To use the Notes function, press the **Notes** key on the function bar, then copy and paste as with normal Windows operations.

9.6. Access AFQTPs (Cont'd)

Figure 9-5



9.6.3. To access the exact section in the AFQTP in AFSCs 3E0X1, 3E0X2, 3E2X1, 3E4X1, 3E4X2, and 3E4X3 follow the below steps:

STEP-1. Select the STS box on main menu.

STEP-2. Double Click on the blue hyperlink symbol in the Core task column of the STS.

STEP-3. Follow course info instruction.

COVER Train
Keeping Education & Training on-track throughout the 21st Century

9.7. Review Training Records

Figure 9-6



To review your training records follow the below steps:

STEP-1. Select the **User 623** or Records **User Records** from the main toolbar screen

STEP-2. Select the applicable Tab for the form you wish to view. Below is a list of where you can find information on each tab:

<u>TAB</u>	<u>PAGE</u>
• Profile	63
• 623 I	64
• 623 II-III	65
• 623a	66
• JQS	67
• AFQTP	68
• 1098	69
• 797	70
• 803	71

9.8. Trainee Profile

Figure 9-7

The screenshot shows the COVER Train application window. The title bar reads "COVER Train". The menu bar includes File, Edit, View, Tools, AFSC, Resources, Window, and Help. The toolbar contains icons for MTL, User 623, STS, 1320, Records, CFETP, AFQTP's, Publications, and Training. The main window is titled "Trainee Records -- Ralph, Boyd". Below the title bar, there are tabs for Profile I and Profile II, with Profile I selected. The form contains the following fields and options:

- Last Name:** Boyd
- First Name:** Ralph
- MI:** [Empty]
- Password:** [Masked with asterisks]
- Access Level:**
 - ☒ Trainee
 - ☐ Certifier
 - ☐ Trainer
 - ☐ Immed. Supervisor
 - ☐ Supervisor
 - ☐ UTM
- SSN (User ID):** [Masked with asterisks]
- Grade/Rank:** A1C
- AFSC:** 3E2X1 - Pavements and Construction
- Duty Position:** airfield crew (5 Level)
- Date Entered Training:** 3/16/2002
- Training Status Code:** B
- Unit:** HQ AFCEA
- Section:** CEOH
- Base:** Tyndall AFB
- UTM:** Manager Training TSgt
- Shop Supervisor:** Jones Jack MSgt
- Immediate Supervisor:** Smith Joe TSgt
- Temporary Supervisor:** [Empty]
- Record Status:** UnLocked

The status bar at the bottom shows "Ready." and "Boyd, Ralph -- Trainee 3E2X1 - Readiness (97 w/ 99 Interim) CAPS".

Review information in your Profile I screen for accuracy. Let your Immediate Supervisor know if changes are required. The only change that you can make is to the Password field. To change your password:

STEP-1. Select password box and delete password.

STEP-2. Type in your new password.

NOTE: Password must be at least 8 Characters long, contain at least 1 number, 1 special character, 1 capital character and the remaining characters must all be letters (a-z).

If you forget your password you must contact your UTM.

9.9. 623 I

Figure 9-8

The screenshot shows the COVER Train application window. The title bar reads 'COVER Train'. The menu bar includes File, Edit, View, Tools, AFSC, Resources, Window, and Help. The toolbar contains icons for MTL, User 623, STS, 1320, Records, CFETP, AFQTP's, Publications, and Training. A left sidebar contains icons for Career Map, Multimedia, Search, Bookmarks, Glossary, Tour, Help, Notes, and Online. The main window title is 'Trainee Records -- Ralph, Boyd'. Below this is a tabbed interface with tabs for 1098, 2096, AFQTP, JQS, and 623 I. The 623 I tab is active, showing a form with the following fields: Last Name (Boyd), First Name (Ralph), MI (), Grade/Rank (A1C), and DAFSC/Job Series (3E231). Below the form is a section titled 'INDIVIDUAL TRAINING RECORD' containing a 'PRIVACY ACT STATEMENT' with text about authority, purpose, and routine uses. At the bottom of the form are fields for 'Individual's Signature' (Boyd Ralph A1C) and 'Date' (1/17/2003 1:39:23 PM). The status bar at the bottom shows 'Ready.', 'Boyd, Ralph -- Trainee', '3E231 - Readiness (97 w/ 99 Interim)', and 'CAPS'.

STEP-1. Select **623 I** Tab.

STEP-2. Select on (insert down arrow) in DAFSC/Job series: field. Select AFSC.

STEP-3. Double click on **Individual's Signature** box.

STEP-4. Input your User ID and password.

NOTE: Date will automatically appear in Date box. This can also be accomplished when log on as a trainee.

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9.10. 623 II-III

Figure 9-9

The screenshot shows the COVER Train application window. The title bar reads 'COVER Train'. The menu bar includes File, Edit, View, Tools, AFSC, Resources, Window, and Help. The toolbar contains icons for MTL, User 623, STS, 1320, Records, CFETP, AFQTP's, Publications, and Training. The main window is titled 'Trainee Records -- Ralph, Boyd'. It features a sidebar with icons for Career Map, Multimedia, Search, Bookmarks, Glossary, Tour, Help, Notes, and Online. The main content area has tabs for 1098, 2096, AFQTP, JQS, 623 I, 623 II-III (selected), 623a, 797, and 803. Below the tabs, there are two tables.

II. ECI/CDC PARTICIPATION, ETC.

Course Number	Course Title	No. of Volumes	Start Date	Date Complete
▶ 3E251A Ed 01	Pavements and Construction Equipm	3	1/13/2003	
3E251A	Vol 1. General Subjects		1/14/2003	2/13/2003
3E251A	Vol 2. Ridgid Pavements		2/17/2003	3/14/2003
3E251A	Vol 3. Flexible Pavements			
3E251A	End of Course Test			
3E251B Ed 01	Pavements and Construction Equipm	3		
3E251B	Vol 1. Auxiliary Equipment			
3E251B	Vol 2. Earthmoving and Excavation			
3E251B	Vol 3. Specific Contingency			

III. Formal Training

Course Number	Course Title	Start Date	Date Complete
▶ J5ABA3E231 00	Pavements Maintenance and Construction Equipment	8/12/2002	11/27/2002

The status bar at the bottom shows 'Ready.', 'Boyd, Ralph -- Trainee', '3E9X1 - Readiness (97 w/ 99 Interim)', and 'CAPS'.

Follow the below step to view your ECI/CDC Participation and Formal Training information:

Step-1. Select 623 II-III Tab.

NOTE: Updates can only be made by your Immediate Supervisor, Shop Supervisor or UTM.

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9.11. 623a

Figure 9-10

The screenshot displays the COVER Train application window. The title bar reads 'COVER Train'. The menu bar includes File, Edit, View, Tools, AFSC, Resources, Window, and Help. The toolbar contains icons for MTL, User 623, STS, 1320, Records, CFETP, AFQTP's, Publications, and Training. A sidebar on the left contains icons for Career Map, Multimedia, Search, Bookmarks, Glossary, Tour, Help, Notes, and Online. The main window is titled 'Trainee Records -- Ralph, Boyd'. It features a tabbed interface with tabs for 1098, 2096, AFQTP, JQS, 797, and 803. The 'JQS' tab is active, showing '623a' in red. Below the tabs is a section titled 'ON - THE - JOB TRAINING RECORD CONTINUATION SHEET'. The text area contains the following entry: 'Briefed A1C Boyd on his training responsibilities for completing CDC's. Issued him vol 1 of the 3E251A set and explained that I expected the vol to be completed by 16 Feb 03. I explained that I will conduct weekly status checks with him and if he needed any clarification on the material to let me or know.' Below the text area is a 'Form 623a' label. At the bottom of the form, there are fields for Date, Trainee Signature, and Supervisor Signature. The Date field contains '1/16/2003 2:07:35 PM', the Trainee Signature field contains 'Boyd Ralph A1C', and the Supervisor Signature field contains 'Smith Joe TSgt'. The bottom of the window shows the Windows taskbar with the Start button, several open applications (COVER Train, Draft How to Guide.doc - Micro...), and the system clock showing 3:11 PM.

The AF Form 623a is used to document an individual's training progression. This form is used to reflect status, counseling and breaks in training. Both the supervisor and trainee must sign and date all entries. Follow the below steps to view your On the Job Training Continuation sheets (623a):

STEP-1. Select **623a Tab**.

STEP-2. Select ► to view next page(s).

NOTE: Only Trainer's, Certifier's, Immediate Supervisor's, Shop Supervisor or UTM can initiate new forms. Trainee must sign form in author's presence using steps below:

STEP-3. Select on Trainee Signature Box (have trainee type in password).

STEP-4. Select OK.

9.12. Review / Update JQS

Figure 9-11

The JQS form is used to document STS task completion. To initial task completion follow below steps:

STEP-1. Select **JQS Tab**. Tasks will show only if you're enrolled in a task by supervisor from Enroll Tab, transcribed from the Transcribe Tab or given a duty position from the Profile screen.

STEP-2. Select ► next to task row to highlight task. To select multiple tasks hold shift key down and select the gray box next to the last row of tasks. To select non-consecutive tasks hold Ctrl key down and select on gray box on each task.

STEP-3. Select **Trainee** box to initial task. Type in your Password, your User ID will automatically show up. On core task the AFQTP must be initialed prior to JQS.

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9.13. AFQTP

Figure 9-12

COVER Train - [Trainee Records -- Ralph, Boyd]

File Edit View Tools AFSC Resources Window Help

MTL User 623 STS 1320 Records CFETP AFQTP's Publications Training

AFQTP Documentation Record

Task Number	Tasks, Knowledge, and Technical References	CerTest #	Core Task	Start Date	Complete Date	Trainee Initials	Trainer Initials	CerTest Complete
15.1.1.	Perform Operational Checks	8245	*	7/16/2000	1/16/2000	Boyd Ralph	Doe John	1/21/2000
15.1.2.	Perform Operators Maintenance		*	7/16/2000	1/16/2000	Boyd Ralph	Doe John	
15.1.3.1.	Haul Material		*	7/16/2000	1/16/2000	Boyd Ralph	Doe John	
15.1.3.2.	Dump Material		*	7/16/2000	1/16/2000	Boyd Ralph	Doe John	
15.1.3.3.1	Gravel		*	7/16/2000	1/16/2000	Boyd Ralph	Doe John	
15.1.4.1.	Removal	8175	*					
15.1.4.2.	Installation	8175	*	7/16/2000	1/16/2000	Boyd Ralph	Doe John	9/27/2000
15.2.1.	Perform Operational Checks		*					
15.2.2.	Perform Operators Maintenance		*					
15.2.3.1.	Load Gravel into dump truck		*					
15.2.4.1.	Load/Unload Material		*					
15.2.4.2.	Transport Material		*					
17.1.	Perform Operational Checks		*					
17.2.	Perform Operators Maintenance		*					
17.3.4.	Steel Wheel Vibratory Roller		*					
19.3.1.	Perform Operational Checks		*					
19.3.2.	Perform Operator Maintenance		*					
19.3.4.	Change Brooms		*					
19.3.5.	Change Wearing Surfaces		*					
19.3.6.1.	Hood		*					
19.3.6.2.	Broom		*					
22.1.2.	Perform Operator Maintenance		*					
22.1.3.2.	Excavate with rear bucket		*					

Ready. Boyd, Ralph -- Trainee 3E9X1 - Readiness (97 w/ 99 Interim) CAPS

The AFQTP form is used to document completion of Air Force Qualification Training Packages. To initial completion on task follow below steps:

STEP-1. Select on **AFQTP Tab**. Tasks will be shown only if you are enrolled in a core task from enroll Tab or trainee is given a duty position from the Profile screen.

STEP-2. Select in box or select ► to highlight task. To select multiple task hold shift key down and select the last row of tasks or hold Ctrl key down and select on gray box on each task row to select non-consecutive tasks.

STEP-3. Select **Trainee** box. Type in your Password. User ID will automatically show in trainee box.

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9.14. 1098

Figure 9-13

The screenshot shows the COVER Train software interface. The title bar reads 'COVER Train - [Trainee Records -- Ralph, Boyd]'. The menu bar includes File, Edit, View, Tools, AFSC, Resources, Window, and Help. The toolbar shows various icons for MTL, User 623, STS, 1320, Records, CFETP, AFQTP's, Publications, and Training. On the left is a sidebar with icons for Career Map, Multimedia, Search, Bookmarks, Glossary, Tour, Help, Notes, and Online. The main window displays the '1098' form for 'Ralph, Boyd'. The form has tabs for Profile, 623 I, 623 II-III, 623a, 797, and 803. The '1098' tab is selected, showing a table of training tasks. The table has columns for Unit Office Symbol, Task, or Recurring Training, Date Completed, Certifier Initials, Trainee Initials, Score or Hours, Type, Frequency, and Due Date. The table contains three rows of data. On the right side of the form are buttons for OK, Cancel, Apply, Trainee, Certifier, and Delete. The status bar at the bottom shows 'Ready.', 'Boyd, Ralph -- Trainee', '3E9X1 - Readiness (97 w/ 99 Interim)', and 'CAPS'.

Unit Office Symbol	Task, or Recurring Training	Date Completed	Certifier Initials	Trainee Initials	Score or Hours	Type	Frequency	Due Date
CEOH	Snow Rer	1/16/200	Smith Joe	Boyd Ralp	40		Annual	10/18/2003
CEOH	Dump Tru	1/16/200	Jones Jac	Boyd Ralp	8		3 Years	9/30/2005
	Test 1	1/21/200	Jones Jac	Boyd Ralp			Semi-annu	1/24/2003

The AF Form 1098 is used to document selected tasks requiring recurring training or evaluation. To initial follow the below steps:

STEP-1. Select **1098 Tab**. Tasks will be shown only after 1098 is created in Create MTL and you are enrolled in the 1098 task from the Enroll Tab.

STEP-2. Double click on trainee's initial box on the recurring task completed.

STEP-3. Input your password.

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9.15. 797

Figure 9-14

The screenshot shows the COVER Train software interface. The title bar reads "COVER Train - [Trainee Records -- Ralph, Boyd]". The menu bar includes File, Edit, View, Tools, AFSC, Resources, Window, and Help. The toolbar shows various icons for navigation and data management. The main window displays the "797" tab, which is titled "JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS". The interface includes a sidebar with icons for Career Map, Multimedia, Search, Bookmarks, Glossary, Tour, Help, Notes, and Online. The main content area shows a table with columns for Tasks Knowledge and Technical References, Critical Task, Start Date, Complete Date, Trainee Initials, Trainer Initials, and Certifier Initials. The table contains two rows of data: "Install Snow Fence" and "Install Snow Markers". The status bar at the bottom shows "Ready." and "Boyd, Ralph -- Trainee".

Tasks Knowledge and Technical References	Critical Task	Start Date	Complete Date	Trainee Initials	Trainer Initials	Certifier Initials
Install Snow Fence	N/A	9/16/2002	1/16/2003	Boyd Ralph.	Smith Joe TS	
Install Snow Markers	N/A	9/16/2002	1/16/2003	Boyd Ralph.	Smith Joe TS	

The AF Form 797 is a continuation of your CFETP, Part II, or AFJQS. It defines locally assigned duty position requirements not included in the CFETP, Part II. To initial task follow the below steps:

STEP-1. Select **797 Tab**.

STEP-2. Select ► next to task row to highlight task. To select multiple tasks hold shift key down and select the gray box next to the last row of tasks. To select non-consecutive tasks hold Ctrl key down and select on gray box on each task.

STEP-3. Select Trainee box and input your User ID and Password to initial task or tasks.

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9.16. 803

Figure 9-15

The screenshot displays the COVER Train software interface. The main window is titled "COVER Train - [Trainee Records -- Ralph, Boyd]". The menu bar includes File, Edit, View, Tools, AFSC, Resources, Window, and Help. The toolbar shows various icons for MTL, User 623, STS, 1320, Records, CFETP, AFQTP's, Publications, and Training. The left sidebar contains icons for Career Map, Multimedia, Search, Bookmarks, Glossary, Tour, Help, Notes, and Online. The main content area displays the "REPORT OF TASK EVALUATIONS" form. The form includes a header with tabs for 1098, 2096, AFQTP, JQS, and 797, with the 803 tab selected. The form fields are as follows:

1098	2096	AFQTP	JQS	797	803
Profile	623 I	623 II-III	623a		

REPORT OF TASK EVALUATIONS

Last Name: Boyd First Name: Ralph MI: Grade/Rank: A1C AFSC: 3E2X1

JQS Task Items Evaluated: ☒ In UGT

15.1. Dump Trucks
15.1.1. Perform Operational Checks
15.1.2. Perform Operator Maintenance

Remarks: ☒ Satisfactory ☐ Unsatisfactory

Remarks:
A1C Boyd satisfactory demonstrated the above tasks.

Date: 1/16/2003 2:49:03 PM Evaluator: Jones Jack MSgt Signature: Jones Jack MSgt

Page 1 of 1

Ready. Boyd, Ralph -- Trainee 3E2X1 - Readiness (97 w/ 99 Interim) CAPS

The AF Form 803 is used to document task evaluations. Follow the below steps to view your Task Evaluations (803):

STEP-1. Select **803 Tab**.

STEP-2. Select ► to view next page(s).

NOTE: Only Trainer's, Certifier's, Immediate Supervisor's, Shop Supervisor or UTM can initiate new Evaluations.

9.17. Export Trainee Disk

To Save record on a disk follow below steps.

STEP-1. Place a formatted 3.5 diskette in the disk drive.

STEP-2. Select **File** from the main screen tool bar and select **Export User Records**.

Figure 9-16

	Last Name	First Name	MI	Grade	Unit	AFSC	Access Level
▶	Boyd	Ralph		A1C	HQ AFCEA	3E2X1	Trainee
	Doe	John		SSgt	HQ AFCEA	3E2X1	Trainer
	Johnson	Terence		SSgt	HQ AFCEA	3E2X1	Immed. Supervisor
	Trainee	Three		A1C	HQ AFCEA	3E2X1	Trainee

STEP-3. Highlight trainee by selecting the gray box next to trainee's name.

STEP-4. Select Export User box to open the **Save As** dialog box.

STEP-5. Select the drop down arrow in the Save in: box and select directory or drive you would like to save record.

STEP-6. The filename will be automatically set to the trainee's last name + last four digits of their Social Security Number. **Do not change the filename.** Select **Save**.

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9.18. E-Mail Records

Figure 9-17



NOTE: You must save your record to a disk or file on your hard drive. Follow the Export records function on previous page then follow below steps:

STEP-1. Select **E-Mail User Records** from the File menu to launch Microsoft Outlook.

STEP-2. Enter the e-mail address of the person to whom you are sending the file in the **To** field.

STEP-3. Select  to attach a file.

STEP-4. Browse to the location where you saved your student file and select the file.

STEP-5. Select **Send**.

APPENDIX

Featured Highlights and Specifications

Admin-First Login Functionality—After installation of COVER Train, the UTM should first change password, review the Responsibilities document, launch OJT CBT package, add one shop supervisor per AFSC/section. The Generic Login is **Username: 123456789 Password: 123abcd!**

Admin-MTL (Master Task List) Create: Shop supervisor function used to identify 100% task coverage for section. **View:** Used to view section task requirements. **Import:** Used to copy MTL into a section. **Export:** Used to copy a MTL.

Admin-Duty Position: Create: Shop supervisor function used to identify a duty positions from sections MTL. **View:** Used to view duty position task requirements. **Import:** Used to copy duty position into a section. **Export:** Used to copy a duty position.

Admin-STS—When the administrator selects this button, COVER Train lists all available specialties in the F&FW window, allowing the user to double-select one of the specialties and display it. Once a specialty is selected, the STS opens, functioning just as it does from the trainee menu. When the user selects CFETP or AFQTP fields the document or abstract displays in the documents window.

Admin-1320—Details a shop's enrollment and status of trainee's progress in completing assigned tasks. Lists all tasks with at least one trainee enrolled for the current shop/specialty. Lists all trainees currently enrolled for the current shop/specialty. Details the trainee's status on each task. Displays list of Trainers and Certifiers.

Admin Records (FILE): Import user Records: Used to copy trainee records from a disk to database. **Export Users records:** Used to copy trainee records from database to a disk. **E-mail user records:** Used to copy trainee records to a file to e-mail.

Bookmarks—Reflect current user's name; allows user to add, remove, or re-name bookmarks.

Career Map— Aerospace video clip representing the Air Force enlisted career path.

Glossary—Lists the most common training terms, accessible by letter or search.

Help—Provides topic-oriented and context-sensitive assistance within the application.

Media List—Interactive tree view list of video clips, categorized by Specialty ID.

Notes—Allows user to write, manage, and print personal notes and information.

Online—Launches default browser to <http://www.afcesa.af.mil/>.

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Preferences—Allows user to adjust various settings to personal taste.

Search—Allows user to search COVER Train using pre-selected drop-down list categories.

Tour—External CBT for COVER Train users on features and functionality.

Trainee 623a (On the Job Training Record continuation sheet) Tab in trainee's record to document trainee's training progression. Trainee and supervisor must enter electronic-initials (E-ID) on all entries.

Trainee 797 (Job Qualification Standard continuation sheet) Tab in trainee's record to document training on required tasks not identified in the STS. Trainee must be enrolled in task from enroll tab or assigned a duty position. The trainee, than trainer and certifier (if required) enters electronic-initials (E-ID) in the applicable field after hands on training on task is complete.

Trainee 803 (Report of Task Evaluations) Tab in trainee's record used by Unit training managers, supervisors, certifiers and trainers to document task evaluations.

Trainee 1098 (Special Task Certification and Recurring Training) Tab in trainee's record to document certification or recurring training. Trainee must be enrolled in task from enroll tab or assigned a duty position. The trainee, than certifier enters electronic-initials (E-ID) in the applicable field after certification or recurring training is complete.

Trainee-AFQTPs -- Tab in trainee's record to document AFQTP completion. Trainee must be enrolled in core/diamond task from enroll tab or assigned a duty position. The trainee, than trainer enters electronic-initials (E-ID) in the applicable field after completion of AFQTP.

Trainee-CFETP Part I—Allows the trainee access to CFETP Part I document through a tree view interface. Trainee must view the documents sequentially and complete the quiz before CFETP Part II, the Technical Reference Library, AFQTP's, and CAT I/CAT II are unlocked. Upon double clicking a node, the abstract and thumbnail display in the document window.

Trainee-CFETP Part II—Function is not available until the trainee has completed all nodes in the CFETP Part II. Lists all CFETP Part II documents and allows access through a tree view form. The trainee is not required to complete nodes in order. Upon double clicking a node, the abstract and thumbnail display in the document window.

Trainee-Formal Training—Lists all Formal Training documents and allows access through a tree view interface. This form is the same for all specialties. Upon double clicking a node, the abstract and thumbnail display in the documents window.

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Trainee JQS (Job Qualification Standard) Tab in trainee's record to document training on STS tasks. Trainee must be enrolled in task from enroll tab or assigned a duty position. The trainee, than trainer and certifier (if required) enters electronic-initials (E-ID) in the applicable field after hands on training on task is complete.

Trainee STS (Specialty Training Standard) Trainee's specialty is in the screen title, and all tasks for that Specialty ID is listed in each form. AFQTP abstracts and documents for AFSCs 3E0X1, 3E0X2, 3E2X1, 3E4X1, 3E4X2, and 3E4X3 may be viewed by double-clicking icon in the QTP field.

Trainee-Technical Reference Library—Function is not available until all nodes in Technical Reference library are completed. Lists all Technical Reference library documents and allows access through a tree view interface. Upon double clicking a node, the abstract and thumbnail display in the documents window.

Trainee-Prime Beef-- Function is not available until all nodes in CAT I & Cat II are completed. Lists all CAT I & Cat II documents and allows access through a tree view interface. Upon double clicking a node, the abstract and thumbnail display in the documents window. **NOTE:** specific and general AFSC requirements will be added at a later date.

Trainee-Pubs and Resources-- Lists all Pubs and Resources documents and allows access through a tree view interface. This form is the same for all specialties. Upon double clicking a node, the abstract and thumbnail display in the documents window.

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